

Digital Frontiers

Request for Proposals (RFP)

No. 2022-12

Digital Agriculture Ecosystem Assessments 2023

Issue Date: September 27, 2022

WARNING: Prospective Offerors who have received this document from a source other than the DigitalFrontiers@dai.com email address, should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them.

Any prospective Offeror who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com

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Synopsis of the RFP

RFP No.	2022-12
Issue Date	September 27, 2022
Title	Digital Agriculture Ecosystem Assessments, 2023
Issuing Office & Email	Digital Frontiers c/o DAI, DigitalFrontiers@dai.com
Deadline for Receipt of Questions	October 3, 2022 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	October 24, 2022, 5pm EST, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Firm Fixed Price, Time and Materials, or Cost Reimbursable contract
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 cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to provide technical assistance to The Bureau for Resilience and Food Security (RFS) in its ongoing support of several USAID Missions through Digital Agriculture Ecosystem Assessments. Offerors will submit proposals to conduct Digital Agriculture Ecosystem Assessments in support of up to four USAID Missions to better understand, work with, and support the country's respective digital agriculture ecosystem to meet their development objectives.

Offerors can apply for one, multiple, or all four requested Assessments. For each Assessment, DAI anticipates a budget range of \$40,000-\$52,500 with a level of effort of 70-115 days. These ranges are an estimate and Offerors are encouraged to propose the most cost-effective solution for SOW implementation.

1.2 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 DigitalFrontiers@dai.com assumes complete responsibility if they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Time and Materials, Firm Fixed Price, or Cost Reimbursable contract. This contract type is subject to change during negotiations.

A **Time and Materials Contract** is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).

A **Cost Reimbursable Contract** is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

A **Firm Fixed Price Contract** is: An award for a total firm fixed price, 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.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Contractor", 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 contract 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 or liable for these costs.

Proposals are due no later than **October 24, 2022 at 5pm EST**, to be submitted via email to DigitalFrontiers@dai.com. Please include the RFP number (2022-12) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Technical proposals are limited to **eight to fourteen (8-14) pages**. This page limit excludes:

- Cover Letter;
- Workplan;

- Past Performance Examples;
- CVs (up to 3 pages each);

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.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature 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 **90 days** for the prices provided.
- Acknowledge the solicitation amendments received.
- Include which of the four Assessments Offeror is applying to.

2.3 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 email to DigitalFrontiers@dai.com by **October 3, 2022 at 5pm EST**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers 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 via email to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate attachment from cost proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL". Technical proposals are limited to **eight to fourteen (8-14) pages, excluding workplan, CVs of proposed personnel, past performance examples and cover letter**. Page length of proposals will depend on how many of the four country assessments for which the offeror is applying.

This RFP is for the implementation of between one and four Digital Agriculture Ecosystem Assessments. Offerors may apply to implement only one Assessment, several Assessments, or all four Assessments. Proposals should make it very clear the Assessments for which the Offeror is applying. Technical proposals shall include the following contents:

Technical Approach and Implementation Plan

- Narrative summary of firm's implementation plan, demonstrating that the Offeror is qualified to implement the SOW and achieve the deliverables according to the timeline.
 - Include country-specific plans for each country firm is interested in conducting Assessments for (maximum 2 pages per country, included in the overall page limit).
 - Workplan for overall implementation that includes specific activities for each country to which the bidder is applying, as relevant (not included in the overall page limit).

Past Performance

- Included as a section within the Implementation plan, offers should include a Past Performance section which provides a narrative summary of previous work of similar scope highlighting country-specific experience for the country Assessment(s) for which the Offeror is applying. Country-specific past performance narrative summaries should be a half-page to one page maximum per country assessment applying to.
- Past performance examples of reports of similar scope, if relevant. Past performance examples should only be shared if directly relevant (i.e., Assessment Reports of similar scope) (not counted in the proposal page limit).

Personnel Plan and Qualifications

- Included as a section within the Implementation plan, offers should include a Personnel Plan that includes titles and job responsibilities of proposed team, demonstrating its ability to coordinate

efforts to successfully achieve the SOW. Plans should include any overarching team members across the Assessments as well as specify per-country teams.

- Offerors are required to include, at a minimum, one local team member for each different Assessment country for which the Offeror is applying, with total local presence consisting of at least 65% of the total proposed level of effort (excluding copy editing and design). Offerors who are not able to meet this requirement can submit an alternative plan and justification, which will be considered. Preference will be given to Offerors that meet this threshold.
- Preference will be given to Offerors that include at least one member of the team with gender and/or inclusive development expertise.
- CVs of proposed personnel that demonstrate relevant qualifications for the SOW

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. Proposals will be evaluated according to the following criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach and Implementation Plan	<p>Implementation plan proposed by Offeror presents a credible approach towards the implementation of the SOW and the achievement of the deliverables in an independent manner, adaptive to client feedback, and within the specified timeline</p> <p>Country-specific plans that fully reflect the contextual nuance of each country, as it relates to the implementation of the SOW.</p> <p>Workplan demonstrates thorough and logical plan to achieve SOW and deliverables by outlined timeline.</p>	9 points
Past Performance	<p>Past Performance section provides a narrative summary that demonstrates firm's capabilities to successfully take on projects of similar scope and size highlighting country-specific experience based on the specific country Assessments Offerors intend to implement.</p> <p>Past Performance section establishes Offeror's expertise in the sector.</p> <p>Past performance examples are directly relevant and demonstrate firm understands and can successfully undertake work of similar scope.</p>	12 points
Personnel Plan and Qualifications	<p>Personnel Plan demonstrating ability of proposed staff to successfully achieve the scope of work</p> <p>Personnel plan outlines job titles and responsibilities clearly demonstrates how the team will work together to achieve the scope of work.</p>	12 points

	<p>CVs of proposed personnel that demonstrate relevant qualifications for the SOW</p> <p>Proposed assessment teams per country include at least one locally based team member</p> <p>LOE of personnel plan includes local presence consisting of at least 65% of the total proposed level of effort (excluding copy editing and design).</p>	
Total Points		33 points

4. Instructions for the Preparation of Cost Proposals

4.1 Cost Proposals

Cost proposals shall be in a separate attachment from technical proposals and shall be clearly labeled as "VOLUME II: COST PROPOSAL."

Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor 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.

4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost 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 cost. Cost 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 cost/price. Conversely, DAI may award to a lower scoring, but less expensive offer should DAI determine that cost is the predominant means of delivering best value.

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

5.2 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. Evidence of a UEI number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).

2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has 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.
4. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.
7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.

6. 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 contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 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 F.

7.2 Prohibited Technology

Offerors 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 2 CFR 200.216.

7.3 Source and Nationality

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. 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 exclusions for prohibited countries outlined above.

7.4 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a UEI number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror. Offerors need to obtain the following before award of an agreement:

- UEI Number
- Registration with SAM
- CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI Number.

7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or contractors/subgrantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Attachment A: Scope of Work for Services

Digital Agriculture Ecosystem Assessments

Digital Frontiers is a \$90 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2024. DAI implements the Digital Frontiers project, which works closely with USAID's Technology Division in the Innovation, Technology, and Research Hub (ITR/T) at the Development, Democracy, and Innovation (DDI) Bureau, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

The Bureau for Resilience and Food Security (RFS) has previously supported ten Missions to conduct Digital Agriculture Ecosystem Assessments. RFS would like to continue this support and is focused on helping the following Missions assess the digital agriculture ecosystem in their respective countries. Additional background on each Mission and its interests in relation to this assessment can be found below. Final prioritization of key lines of inquiry will be finalized with each Mission as part of the project kick-off in coordination with the selected bidder(s).

1. **Colombia** - USAID/Colombia is looking to assess the digital applications ecosystem that supports different agriculture value-chain processes in the countryside, from primary production to the final client (e.g., crop selection, harvesting, financing, traceability, cultivation, technical assistance, micro-loans, connection to market, etc.). This includes criteria on how to address sustainability (e.g., track environmental indicators, climate-smart agriculture, etc.). Also, the report shall include a section about challenges and opportunities for the digital agriculture ecosystem with a special focus on how different digital tools can be integrated to cover all the ag value-chain needs. USAID/Colombia's geographic focus is concentrated in peace accord areas, specifically in Planes de Desarrollo con Enfoque Territorial (PDET) municipalities characterized by a lack of state presence and economic development along with historic rates of violence and illicit economies.
2. **Mozambique** - USAID Mozambique is in the early stages of startup on three major activities that constitute the Resilience Focus Zone (RFZ). Many of these activities plan to incorporate ICT and digital solutions to address key challenges in the agriculture sector. This study is a top priority for the Mission as it's an ideal opportunity to facilitate better coordination and harmonization of approaches between activities, increase efficiency and impact through the use of digital tools, and support a more inclusive digital economy. Through the digital agriculture ecosystem assessment, with support and involvement of the Mission's junior economist, the Mission wants to: (1) map existing and planned digital and ICT solutions being implemented in Mozambique; (2) identify key opportunities for USAID investment; and (3) provide targeted recommendations for tools and technologies to enhance the current and planned USAID agriculture activities. Mozambique's digital transformation is accelerating with 21% of the population using mobile networks to access the internet. The Government of Mozambique has been engaged with other development partners such as the World Bank to conduct a [Digital Economy Assessment](#) and will receive a \$150 million grant to increase access to digital services under the Digital Governance and Economy Project (EDGE). The Mission seeks to build off this momentum in the digital ecosystem to identify USAID's comparative advantage and value addition to the digital agriculture ecosystem.

Key areas of interest for the Mozambique Mission include:

- (1) Digital Economy and Finance: With support from the [Supporting the Policy Enabling Environment for Development \(SPEED\)](#), the Mission would like to evaluate and identify opportunities to improve the enabling environment for digital finance in the agriculture sector as well as opportunities for digital finance. The Mission is particularly interested in

understanding the current challenges around mobile money interoperability that limits digital transactions and what types of digital technologies and interventions would be feasible to increase access to financing for smallholder farmers and increase agricultural productivity.

- (2) Market analysis of ICT and Digital Tools for Agriculture/Food Systems: Many of our activities are proposing ICT or digital based solutions. Each implementing partner proposes their own proprietary system. The Mission would like to take stock of what is currently being implemented and understand key areas for improved coordination, testing and scaling of key technologies.
 - (3) 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.
3. **Tanzania** - USAID Tanzania is conducting a [digital ecosystem country assessment](#) (DECA) which will map out the current digital condition and propose recommendations across sectors to improve digital access, literacy, and security. While the DECA may touch on the digital agriculture ecosystem at a high level, a deeper analysis of the possibilities for digital technology in the agricultural sector will inform programming and improve the use of digital technology to achieve the Mission's Feed the Future and broader development objectives. Digital technologies in the agriculture sector in Tanzania have the potential to support with weather forecasting and climate change vulnerability, land preparation and soil management, on-farm management, post-harvest handling, food loss and waste management, market system management, agri-inputs value chain management and facilitation, logistics and transportation, access to finance and crop insurance management, amongst others. The Mission is particularly interested in public and private sector engagement and promotion of digital technologies to reach smallholder farmers and the value chains in which they operate. In addition, the assessment should explore opportunities to facilitate sustainable and inclusive business models in the digital agriculture sector, including a focus on incentivizing participation of youth, women, and other marginalized groups. Last, the assessment should include a focus on the opportunities and challenges that exist for the Mission and its programming in relation to using and supporting the uptake of digital technologies.
4. **Zimbabwe** - Zimbabwe has not fully benefited from the digital revolution due to poor quality, accessibility, and reliability of digital tools in solving development challenges. The sustainability of digital tools also remains a challenge, due to limited infrastructure, knowledge and lack of enabling support systems. Therefore, USAID/Zimbabwe is interested in an ecosystem review of digital opportunities that could be leveraged upon for achieving the goals and objectives of the U.S. Global Food Security Strategy. With a lack of interest of youth in farming and the consequent migration to neighboring countries like South Africa, the Mission is interested in digital tools that could create employment for them along the agriculture value chain. The Mission is also interested in the use of digital tools for monitoring crop and livestock production that aid in making evidence-based programmatic decision making; determining areas of activity implementation in order to explore potential collaboration and coordination between activities; and cascading training to, providing mentorship for and monitoring agricultural value chain actors, especially those in the remotest areas. The Mission would also like to better understand the risks that come with digital technologies and how they could be mitigated.

**Local travel and in-person interviews should be scheduled if restrictions due to the COVID-19 coronavirus and/or the local security context allows. International travel is not expected as part of this assignment. The support and tasks detailed below are based on this assumption.*

OBJECTIVE

The objective of this activity is to carry out Digital Agriculture Ecosystem Assessments in support of up to four USAID Missions to better understand, work with, and support the country's respective digital agriculture ecosystem to meet their development objectives. The assessment recommendations will be used to help inform both current and future programming.

The following are key to the Assessments:

- A stakeholder mapping of the relevant actors within the Digital Agriculture Ecosystem within each country of focus, with a particular focus on local actors.
- Brief overview of the impacts of COVID-19, climate change, and the global food security crisis stemming from Russia's war in Ukraine, on the local agriculture sector and how, if at all, digital technology has been and has the potential to be used to overcome/mitigate any of those impacts.
- Identification of key challenges and opportunities for more effectively leveraging digital technologies in the agriculture and aligned sectors among the different stakeholders within each country's ecosystem, consistent with each Mission's and USAID's priorities.¹
- Identification of relevant local actors that the Mission can potentially work with to support the implementation of any recommendations identified through the assessment.
- Identification of key challenges and opportunities specific to marginalized and underrepresented groups (also considering gender, age, ethnicity, socio-economic status and other intersecting disadvantage as relevant) in the agriculture and aligned sectors within each country's context and incorporation of an inclusive development lens to the deliverables.²
- A local presence in the focus country by, at minimum, one Assessment team member with total local presence consisting of at least 65% of the total proposed level of effort (excluding copy editing and design).

Offerors can apply for one, multiple, or all four requested Assessments. For each Assessment, DAI anticipates a budget range of \$40,000-\$52,500 with a level of effort of 70-115 days. These ranges are an estimate and Offerors are encouraged to propose the most cost-effective solution for SOW implementation.

TASKS

The Assessment is approximately a 4-6 month engagement (dependent on country context, time zone, and travel considerations) and contains three phases: 1) desk research and planning, 2) interviews, and 3) analysis and report writing.

1. TASK 1: Desk Research & Assessment Planning

The goal is to obtain baseline knowledge to enter the interview phase well-informed about the country context and what gaps need to be filled. During this phase interviewee identification and outreach is initiated. The following illustrative tasks may take place during this phase:

¹ Assessments should be aligned with the Mission's Country Development Cooperation Strategy (CDCS), Global Food Security Strategy, USAID Climate Strategy, USAID Digital Strategy, RFS Digital Strategy Action Plan, and priorities around localization and inclusive development, as relevant and appropriate.

² USAID defines marginalized groups as follows: "People who are typically denied access to legal protection or social and economic participation and programs (i.e., police protection, political participation, access to healthcare, education, employment), whether in practice or in principle, for historical, cultural, political, and/or other contextual reasons. Such groups may include, but are not limited to, women and girls, persons with disabilities, LGBTI people, displaced persons, migrants, indigenous individuals and communities, youth and the elderly, religious minorities, ethnic minorities, people in lower castes, and people of diverse economic class and political opinions. These groups often suffer from discrimination in the application of laws and policy and/or access to resources, services, and social protection, and may be subject to persecution, harassment, and/or violence. They may also be described as "underrepresented," "at-risk," or "vulnerable"."

- Conduct an initial kick-off meeting with Mission staff to understand better the focus and outcomes they're seeking in addition to making relevant ecosystem connections. Confirming the plan across the teams including timing for milestone deadlines.
- Review of each focus Mission's Country Development Cooperation Strategy (CDCS, FTF Global Food Security Strategy GFSS Country Strategy), and current programs to identify USAID staff, USAID projects, and implementing partner staff that may have helpful insights and/or relationships with relevant ecosystem stakeholders.
- Develop a list of organizations and individuals to be interviewed with explicit attention to groups that represent or serve women, youth and marginalized groups.
- Develop a survey of USAID, implementing partners, donors, and/or Government staff for further insights and information.
- Organizing logistics for the interview phase, and meeting arrangements or teleconference details, as relevant.
- A summary of information on internet usage, mobile network coverage, and digital financial services uptake throughout the country as relevant to the ecosystem.
- Review of prior assessments or reports related to digitalization of the agriculture ecosystems that have been conducted by the Government, consulting firms, donors, or USAID programs or partners.
- Review of USAID digital agriculture ecosystem assessment guide. Selected firms are expected to use this guide, which includes sample survey and KII questions, as the foundation of their approach, although they are welcome to propose modifications or enhancements to the assessment methodology to meet the on-the-ground context. The guide is not currently publicly available. It will be shared with the selected firm/s after agreement execution.
- Identify any resources related to the digital divide as relevant to USAID agricultural programming in each country.

Deliverables:

- Final workplan (GANTT chart)
- In-brief to the Mission and RFS team (and others as requested) to share initial findings from background research, invite team members to participate in scheduled meetings, and to solicit final input and feedback.
- List of potential key informants to be interviewed, organized by role within the ecosystem (including digital solution providers, farmer organizations, cooperatives, government agencies, NGOs, donors, financial institutions, academia, mobile network operators, agribusinesses, and other relevant actors)
- A summary of other donor activities within the digital agriculture ecosystem
- Draft schedule for virtual/in person assessment interviews

2. TASK 2: Virtual & In Person Assessments

Based on the desk research and available networks, identify and conduct outreach to key informants to schedule interviews. Based on stakeholder mapping and synthesis exercises identify knowledge gaps and target interviewee outreach. Specific tasks may include:

- Identifying, organizing, and scheduling initial interviews with key informants including stakeholders from the country government, regulators, other donors, implementing partners/other international development organizations, private sector, civil society, and academia, with a lens toward diversity among stakeholders.
- Collect and manage detailed contact information for key informants.
- Leading the interviews.
- Inviting Mission staff to participate in interviews, as interested and available.

Deliverables

- Mid-way synthesis presentation to Mission and RFS team on key findings, initial recommendations, any information gaps, and additional research needs, as necessary.
- Interview notes

3. TASK 3: Analysis, Assessment Reports & Presentations

The last phase includes writing a report that brings together the desk research, findings from the interviews, and specific actionable recommendations for how the Mission(s) can integrate digital into their programming and processes to meet their development objectives. Specific tasks include:

- Facilitating a post-interview synthesis session with the Mission and RFS team to identify key themes and potential recommendations.
- Communicating with the USAID Mission throughout the drafting phase to ensure findings and, in particular, recommendations align with Mission priorities, capacity, and plans.
- Coordinating with the Digital Frontiers Team throughout the report writing process for clearances and finalizing both the internal and external reports for publishing.
- Engaging a copy editor and graphic designer for basic report/presentation formatting.
- Coordinating with the USAID to schedule a presentation, as relevant.

Deliverables

- Draft version of the report in Google Docs
- Two versions of the report may be published based on Mission preference: internal USAID (as Google Doc), and external (as PDF).
- List of digital agriculture services and relevant donor funded projects in the country
- Interviewee contact list and final interview schedule (may be included as an Annexes to the report)
- Summary presentation deck in Google Slides with key findings and recommendations from the assessment per the Mission's requirements.

PROGRAM TASK MILESTONES

TASK MILESTONES	TIMING
Desk Research and Planning	4-5 weeks
Key Informant Interviews	7 - 10 weeks
Analysis and Writing Draft Report	14 - 18 weeks
Final Report, Presentation and Clearance	16 - 19 weeks

Detailed Program Milestones

The below timelines are illustrative and will be finalized in consultation with each USAID Mission.

Deliverable	Estimated Due Date
Project In-Brief	Week 1
Final work plan (GANTT chart)	Week 2
Phase 1: Desk Research and Planning	
Initial ecosystem stakeholder mapping list	Week 4-5
A summary of other donor activities within the digital agriculture ecosystem	Week 4-5
Draft schedule for virtual/in person assessment interviews	Week 4-5
Interview Guides and Surveys, approved by DAI and USAID	Week 4-5
Phase 2: Interviews	
Mid-way synthesis session for information gap identification and targeting of additional key informants, including USAID Mission staff if interested and available.	Week 5-7
Conduct interviews	Week 7-10
Phase 3: Analysis and Report Writing	

Draft report	Week 10-14
Final ecosystem stakeholder mapping list, interviewee contact list, and final interview schedule (may be included as an Annexes to the report)	Week 14-19
Final designed internal report	Week 14-19
Final designed external report	Week 14-19
Summary presentation deck with key findings from the assessment	Week 14-19

TIMEFRAME AND LOE

The estimated timeline for one Digital Agriculture Ecosystem Assessment is 4-5 months from January – May 2023. The timeline for implementing more than one Assessment at a time will vary. Final timelines will be determined at the time of award.

REPORTING

The implementer will report to Digital Frontiers Senior Program Manager, Priya Sethi. The implementer will also be collaborating closely with DAI's Araba Sapara-Grant and representatives from RFS and USAID Missions.

9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP 2022-12** issued on September XX, 2022. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 60 days for the prices provided in the attached Cost Proposal. 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.

9.3 Attachment C: Budget and Budget Narrative Template

	Name	Rate	LOE/Units	Unit Type	Cost
I. Salaries and Wages					
<i>Expatriates</i>					
Person 1	TBD	\$0.00	0		\$0
Person 2	TBD	\$0.00	0		\$0
<i>Local Staff (if relevant)</i>					
Person 3	TBD	\$0.00	0		\$0
Total Salaries and Wages			0		\$0
II. Indirect Costs on Labor					
Fringe (full-time employees)					\$0
Overhead on Labor					\$0
Total Indirect Costs on Labor					\$0
III. Other Direct Costs					
<i>1. Project Management Expenses</i>					
Communications		\$0.00	0		\$0
Other (DESCRIBE)		\$0.00	0		\$0
Total Other Direct Costs					\$0
Total Program Expenses					\$0
Indirect Costs on All Costs			0		\$0
Grand Total					\$0

Budget Narrative Template

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost-Plus-Fixed Fee (CPFF), Cost Reimbursable, or Time and Materials (T&M) basis.

Salaries and Wages

For our labor cost estimates, we have used the daily rates for U.S. expatriate (Expat) professionals and Cooperating Country National (CCN) personnel, as supported by actual salaries and/or prevailing labor rates.

Expats (U.S. Nationals)

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Cooperating Country Nationals (Local Professionals)

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Other Direct Costs

This category includes basic support costs for the project such as XXXX. Included within this cost category are all costs necessary for the successful operation of this activity.

Indirect Costs on All Costs

All indirect costs must be in accordance with the Firm's policies. Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and UEI

Background: Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a UEI number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a UEI number before registering in SAM.

- o Link to the CAGE/NCAGE Code request:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- o Link to CAGE/NCAGE code request instructions:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- o U.S. Registrants:
 - 1) Legal Business Name, and Physical Address;
 - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 3) Your bank's routing number, your bank account number, and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT)
- o International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code
 - 2) Legal Business Name, and Physical Address;

Unique Entity ID Number (UEI)

By April 4, 2022, the federal government will transition away from the DUNS Number to the new Unique Entity ID (SAM), or ‘UEI,’ for entity identification of federal awards government-wide.

Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Currently, and through April 3, 2022, the federal government uses the DUNS Number, assigned by Dun & Bradstreet. On April 4, 2022 and moving forward, the federal government will use the Unique Entity ID (SAM), or “UEI” assigned by SAM.gov.

9.5 Attachment E: Past Performance Table Template

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	Reference(s) Name, email and/or phone	Client Name and Address	Cost in US\$	Start-End Dates	Problem(s) Encountered and Resolutions
1							
2							
3							
4							
5							

9.6 Attachment F: 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- DAI reports 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) or the United Nations Security Designation List (online at: 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 Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. 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. 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.
8. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
9. 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.

TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or
- c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or

- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

- (1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.
- (2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.
- (3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.
- (4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

9.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DigitalFrontiers@dai.com as specified in General Instructions above?
- ☐ Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Technical Approach and Implementation Plan, Past Performance, and Personnel Plan, including specifics per country applying to (not exceeding 14 pages)
- ☐ Workplan
- ☐ Relevant past performance examples of reports
- ☐ CVs of proposed personnel
- ☐ Cost Proposal including budget and budget narrative (*use templates in Attachment C*)