



EXPRESSION OF INTEREST (EOI)

DAI is issuing this Expression of Interest (EOI) for the Integrated Natural Resource Management Activity.

The Integrated Natural Resource Management (INRM) activity provides on-demand support services and technical assistance for USAID Missions, Bureaus, and Independent Offices, and is managed by the Center for Environment, Energy, and Infrastructure (EEI) in the Bureau for Development, Democracy, and Innovation (DDI). INRM supports integrated analysis and programming across development sectors. By using a multi-sectoral lens, INRM seeks to strengthen the impacts of USAID's core environmental programming by recognizing synergies, adopting best practices, and building broader constituencies for integrated programming. The activity is designed to help USAID operating units achieve higher impact environment programming and to support the uptake of principles and approaches outlined in the Agency's [Environmental and Natural Resource Management Framework](#).

INRM is seeking partners to design, facilitate and provide logistics services for workshops, conferences and roundtables both in United States and in Asia, Africa and Latin America which will occur in the next 2 years. Services will vary depending on the exact scope of work for each event, but the work could include

- Plan workshop logistics (venue, catering, interpretation etc.)
- Plan trip logistics (transportation, food, security, etc.)
- Send invitations, coordinate RSVPs and finalize participants
- Produce workshop agenda
- Produce session materials, including (agenda, handouts, feedback forms, etc.)
- Create workshop packets
- Run throughs of sessions with presenters
- Collect and prepare all workshop supplies
- Facilitate workshop
- Lead production of workshop report

Interested firms will be invited to respond to 2-6 Request for Proposals over the next 2 years. Vendors must be licensed and legally organized businesses, organizations, or firms. Individual consultants will not be considered for this EOI. American small businesses are encouraged to apply but this EOI is open to small and large businesses located both in and outside of the United States.

RESPONSE SUBMISSION DEADLINE AND COMMUNICATION PROTOCOL

The deadline for responding to this EOI is May 26, 2023 at 5:00pm ET. Responses received after the deadline will not be reviewed and will be discarded by DAI, subject to the discretion of the project's management. Responses may be emailed to INRM_Procurement@dai.com. Please address the subject of the email, or envelope "Expression of Interest – Workshop Logistics and Facilitation".

DAI will only respond to written questions regarding this EOI through the email address: INRM_Procurement@dai.com.

All information provided by vendors in response to this EOI will be treated confidentially. DAI will not use the information in any other context or setting and we will not reveal details to other parties.

OBLIGATIONS

DAI will not reimburse respondents for the costs incurred with preparing a response, nor does issuance of this EOI obligate DAI to award a subcontract or purchase order. If a Vendor is found to have made false or misleading claims or statements, obtains confidential information, or receives improper assistance, DAI reserves the right to reject an EOI submitted by or on behalf of a vendor.