



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

RFP-DAI-IGPA-BAG-20-015

Improve availability, quality, presentation, and use of information to enable improved, planning, monitoring of service provision, and private sector engagement

Issue Date: June 9, 2020

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) and provide their name and mailing address in order that amendments to the RFP 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.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-20-015
Issue Date	June 9, 2020
Title	Improve availability, quality, presentation, and use of information to enable improved, planning, monitoring of service provision, and private sector engagement
Issuing Office & E-mail Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq (only electronic bid submission is accepted) IGPAProcurementINBOX@dai.com
Deadline for Receipt of Questions	June 17, 2020 3:00 PM Baghdad Time zone
Deadline for Receipt of Proposals	July 01, 2020 5:00 PM Baghdad Time zone
Point of Contact	Please send your questions only to ProcurementIGPA@dai.com
Anticipated Award Type	DAI anticipates issuing a subcontract 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 cost/price factors.

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1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA), invites qualified offerors to submit proposals to supply and deliver Data reviews, gatherings, and presentations to support Municipal Solid Waste Management Activities in support of program 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 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.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This is only the anticipated type of award and may be changed as a result of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more 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.

2. General Instructions to Offerors

2.1 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 July 01, 2020 5:00 PM Baghdad Time zone, to be submitted via procurement e-mail to (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 contained in this RFP thoroughly. Failure to do so will be at the Offeror’s risk.

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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 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 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received.

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 e-mail. 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.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be provided in a separate document from price proposals and shall be clearly labeled as "**VOLUME I: TECHNICAL PROPOSAL**".

Technical proposals shall include the following contents

1. **Technical Approach** (*problem statement and evidence of local knowledge & methodology*) – description of the proposed services which meet or exceed the stated technical specifications of 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.
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.
3. **Past Performance** – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and it 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, 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.

3.1 Services Specified

For this RFP, DAI requires the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered **significantly more important than**.

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 cost proposals of those offers that surpass the minimum

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qualifying score of **70 points** in the technical evaluation will advance to cost evaluation. Proposals not reaching this qualifying score in the technical evaluation will be considered non-competitive and will not be evaluated.

Technical Competence – presented in the Technical Proposal

(100 points in total)

Technical Approach

(70 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
1) Problem statement and evidence of local knowledge	<p>Giving specific examples from the municipalities/provinces discussed in the Scope of Work, please describe the problem your organizational expertise will address through this project.</p> <p>A problem statement with a demonstrated understanding of the problem and the ability to relate them to creative objectives and goals will receive a higher score than a problem statement that does not include this information.</p>	10 points
2) Methodology	<p>Considering the Statement of Work, please describe in detail the following:</p> <ul style="list-style-type: none"> 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 and plan to conduct the data review, data collection, and waste characterization auditing and produce the deliverables stipulated. b) A description of similar projects you implemented in the past and lessons you learned will be incorporated into the activity described in this RFP. c) How you would propose to locate and access the data currently available and what method or approach you would use to assess the validity or otherwise of these data. Separate the methodology for primary and secondary data collection and review d) The Vendor should provide a description of the Information Management Plan that will be developed. This section should provide details about the types of recommendations that will be made based on previous experience completing similar activities. <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 favourably than those that do not consider these factors. (One to two pages maximum for items (a) through (d))</p>	30 points

3) Management Approach	<p>Please provide and describe:</p> <ul style="list-style-type: none"> 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. b) Description of the systematic management approach that demonstrates the capacity to complete work in a timely, satisfactory fashion, especially when covering the six Municipalities to be involved. 	10 points
4) Staffing	<p>Please provide the following, in order:</p> <ul style="list-style-type: none"> a) A staffing plan for this activity that includes the following information for each proposed staff member: <ul style="list-style-type: none"> -Name and Proposed position on the team: -Summary of relevant expertise and experience e) CVs for Key Personnel should be provided as below, and should be no longer than one page in length. <ul style="list-style-type: none"> • One CV of a senior international/internationally experienced person that would act as the overall Project Manager. Requires university-level education and at least 10 years' experience in managing similar projects involving data gathering, databases and GIS systems, and training. Experience in regional projects would be highly regarded • One international/internationally experienced GIS specialist. Requires university level education and at least 10 years' experience in GIS development and database management. Experience in regional projects would be well regarded. • Six national Municipal Coordinators, one for each municipality, should have university-level qualifications and show a minimum of ten years of project management and coordination, together with experience in data gathering, undertaking surveys and presentation, and workshop and training activities. Between the six CVs, there should be demonstrable experience of data gathering and surveys, Solid Waste Management, GIS work, development of databases, information management, and training plans, undertaking field survey work. • Six national GIS specialists, one to be based in each municipality. Requires university-level education and at least five years' experience in developing and using GIS systems and associated databases. • Six national database specialists, one to be based in each municipality. Requires university level education and at least five years' experience in data acquisition and management in developing and managing databases. 	20 points

	<ul style="list-style-type: none"> Additionally, references should be provided, for each nominated staff member and company experience should be provided with relevant case studies of similar work. <p>Staffing plans that propose staff with qualifications and experience related to the tasks stated in this RFP will be evaluated more favourably than staffing plans that do not take these factors into consideration.</p>	
5) Past performance	<p>Document and summarize your proven track record of successfully implementing exactly the same or similar activities. 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>	30 points
Total		100 points

4. Instructions for the Preparation Price Proposals

4.1 Price Proposals

Price proposals shall be in a separate document from technical proposals and shall be clearly labeled as **"VOLUME II: COST/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.

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. The 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 price.

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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. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g. origination registration in Iraq, or the organization proxy registration in Iraq), and be eligible to perform work under applicable laws and regulations.
2. Evidence of a DUNS number (explained below in section 8.3).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below in section 8.2).
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)

6. 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 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's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	Inception report: <ul style="list-style-type: none">• Kick-off meeting minutes for the meeting held with IGPA/Takamul. The report should include the agenda, points of discussion, and decisions made.• The activity plan will consist of an 8 pages (maximum) report that presents the Vendor roadmap for the activity stages with regard of designing, planning, implementation, and deliverables.• Monthly report number 1 (covering the period of week 1-4)	10%	End of Contract week 4
2	Data Collection and Review Methodology:	10%	End of Contract

	<ul style="list-style-type: none"> This deliverable consists of an 8 to 10 page) report per municipality that presents the detailed mechanism of collecting the data, description of the required date, quantitative and qualitative data collection method. Also, it will document the updated likely sources of the extent of available data, as well as the updated core and supplementary datasets required by the municipalities. Results of the preliminary options review including recommendations for the database and GIS system upgrades. Meeting minutes for the meeting/s held with directorate-level counterparts in the Municipalities/provinces. Documentation: Introductory meeting notes in English and Arabic (including dates and list of participants) and sign-in sheets. Monthly report number 2 (covering the period of week 5-8) 		week 8
3	<p>Draft questionnaires, hardware and software recommendations</p> <ul style="list-style-type: none"> An eight-page maximum report per municipality detailing the process used to finalise the pilot scheme locations finalized questionnaires and the database and GIS system hardware and software recommendations Monthly report number 3 (covering the period of week 9-12) 	10%	End of Contract week 12
4	<p>Baseline Review of Existing Data:</p> <ul style="list-style-type: none"> This deliverable consists of ten pages (maximum) report per municipality which should include a completed checklist summarising the as-is availability of data to the municipality, based on the municipality's specific updated data requirements. This is to cover both core and supplementary data sets. Monthly report number 4 (covering the period of week 12-16) 	10%	End of Contract week 16
5	<p>Results of surveys and waste characterisation audits</p> <ul style="list-style-type: none"> The 50-page (maximum) report per municipality will describe the interview and audit processes, and provide any feedback on the successes or difficulties encountered. It will also include a summary of the results from the household and other surveys and waste characterisation audits. 	20%	End of Contract week 20

	<ul style="list-style-type: none"> The actual results will be suitably summarised, tabulated, and presented in the appendices. Monthly report number 5 (covering the period of week 17-20) 		
6	<p>Monthly report number 6</p> <ul style="list-style-type: none"> Monthly report number 6 (covering the period of week 21-24) 	10%	End of Contract week 24
7	<p>Information Management and Training Plan:</p> <ul style="list-style-type: none"> The 20-page (maximum) report per municipality will include general approaches to the creation, storage, and dissemination of information, and A Training Plan is to consist of a methodology for delivering the trainings, materials, and detailed schedule. Monthly report number 7 (covering the period of week 25-28) 	10%	End of Contract week 28
8	<p>Final Report:</p> <ul style="list-style-type: none"> This deliverable consists of a 25-page (maximum) report that includes the following sections and annexes: <ul style="list-style-type: none"> a. Background and objective of the data collection b. Current status of the targeted municipalities and issues in SWM c. Full set of newly collected data displayed through quantitative, qualitative, and pictorial research d. Results of the training programs and workshops in terms of the number of attendees and percentage increase in attendees' knowledge based on the pre-and post-training event questionnaires. d. Results of the concluding workshop e. Conclusions and recommendations 	20%	End of Contract week 32

7. 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.

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8. Compliance with Terms and Conditions

8.1 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.

8.2 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. 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.

8.3 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

9. 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 subcontractors/grantees/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 e-mail 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 offer, 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.

10. Attachments

10.1 Attachment A: Scope of Work for Services and Technical Specifications

A. BACKGROUND AND JUSTIFICATION

Decision making processes for Iraqi municipalities are impaired by solid waste data often determined to be either outdated, unreliable or inaccurate. Furthering the challenge, the often-unreliable data is frequently incomplete, not collated, or not readily available. This causes the self-perpetuating cycle of municipality officials with unequal understandings of data as well as little confidence in the data's accuracy. Additionally, data is often held or collected by other government bodies, which causes cumbersome and burdensome processes for obtaining and sharing data.

The USAID-funded IGPA/Takamul project will work with municipalities to review available data and assist in filling the gaps of any missing or incomplete data. In addition, to ensure the municipality's data is considered reliable by external parties, the USAID-funded IGPA/Takamul project will undertake a quality control role, triangulating information and verifying existing or collected information.

The goal of this activity is to empower municipalities to be assured of having accurate and precise information to ensure their strategic plans and activities can be better executed, reported, and supervised. Additionally, municipalities seek to have a trusted dataset for external conversations, with both public and private partners.

As a part of this process, municipality processes and procedures will be created and established so that the municipality can ensure the information is updated regularly and reliably – delivering long-term, sustainable improvements to service delivery.

The six actual municipalities will be finalised by IGPA/Takamul representatives prior to the vendor commencing activities. Two municipalities will be selected in Baghdad mayoralty and Baghdad governorate, as well as the municipalities of Basrah, Hillah, Al Ramadi and Mosul.

B. OBJECTIVE

The general objective of this scope of work is to support six municipalities in five provinces to have an established data structure and collect the required data in a systematic and organized way to be useful for the municipality, investors, and other entities. Specifically, the selected vendor will:

- Ensure, through an inclusive and staged process, that the municipalities have a complete, accurate, and reliable data set required for planning, monitoring, and advocacy.
- Promote the data set, such that those requiring it are aware of its existence, know how to access it, and know how the relevant information will be obtained in the future.
- Determine, jointly with the municipalities, a strategy for ensuring the dataset is kept updated and identify capacity building and training required to enable the municipality to ensure sustainability.

C. ACTIVITY SUMMARY/DESCRIPTION

The USAID-funded IGPA/Takamul project works on improving the delivery of services in selected provinces in Iraq with a specific focus on the services of water and solid waste management. For this

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solid waste management data-gathering activity, the focus will be on six municipalities as described above.

Within municipalities, there is a significant amount data to collect, which is necessary to understand to ensure effective delivery of services to citizens. Data and information are necessary for municipalities to develop budgets, strategic plans, and ensure work is undertaken as planned, while identifying inefficiencies more effectively. Also, data can help municipalities demonstrate unmet needs and advocate for increased funding or obtain project approvals, with a strong evidence base.

The project has partnered with six municipalities to:

- review their available data regarding solid waste,
- assist them to gather any missing or incomplete data, as well as having the vendor undertake several surveys and waste characterisation audits to generate new primary data,
- rehabilitate where appropriate or replace and then operationalize a GIS system including a tabular database, to accept all primary and secondary data obtained during the project,
- provide on-the-job as well as workshop-based training,
- provide an information management plan and scope of works for ongoing training to ensure sustainability of the GIS and attendant database, and
- develop strong links with organizations that have parallel data.

It should be noted that the selected vendor for this activity will work to facilitate and empower the municipality, ensuring that the process is one in which the provider assists the municipality employees to develop the resources, works within what is legally and practically achievable within Iraq and exposes the municipality to best practices.

A municipality working group will be formed prior to vendor mobilisation by the IGPA/Takamul staff to input, review, direct, and approve all stages of the implementation and that full consultation will be undertaken in developing the outputs – such that the municipality has ownership and trust in them. The municipal working group will include representatives from the departments of Machinery, Planning, Finance, GIS, Legal, HR, and Environment Solid Waste departments, at a minimum.

Also, officials from outside the municipality should be similarly consulted and involved in the process, such that the procedures are supported by all involved.

Particularly, the selected vendor will be required to meet with Provincial Women's Empowerment Departments (PWED) and coordinate with IGPA/Takamul's Equality and Social Inclusion team to better understand relevant categories of customers and associated social inclusion aspects to be tracked. In provinces where PWEDs are not fully staffed or active, the vendor will be required to closely coordinate with IGPA/Takamul's Equality and Inclusion team.

The selected vendor will be excluded from competing or working on any related tenders to assist the municipality in data gathering or other training, as will their parent companies, or associates. Part of the project is for the vendor to investigate the preferred GIS and database platform, purchase this software and appropriate hardware, and train the municipal operators in its use and maintenance. Without prejudicing the decisions to be made by the vendor, it is expected that ARCGIS will be the preferred

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platform. Most of the GIS departments within the municipalities currently use ARCGIS as their platform, and would be expected to have some level of skill and experience with this software. In many cases, the software is neither current nor fully legal, and will require upgrading together with the hardware systems. However, any additional specialist software used by the vendor should have freely available viewing and editing extensions that can be provided to the municipality with no ongoing cost. This also applies to the survey software to be used, which preferably would be part of the upgraded database and GIS platform.

If necessary, offerors are to budget for and provide rented computers, with access to the database and GIS systems, for workshop attendees when the municipal officers cannot provide their own laptops. The vendor will be responsible to organize three plenary training workshops in Erbil and one round of six municipality-based training workshops between weeks 24 and 32, as follows:

- One database workshop in Erbil for two days, involving all six municipalities and a maximum of 60 participants, plus IGPA and vendor attendees totaling 75 participants.
- One GIS basic-users workshop in Erbil for two days, involving all six municipalities and a maximum of 50 participants, plus IGPA and vendor attendees totaling 65 participants.
- One GIS specialist workshop in Erbil for three days, involving all six municipalities and a maximum of 40 participants, plus IGPA and vendor attendees totaling 55 participants.
- Six workshops, one in each municipality, to which municipal and non-municipal actors would be invited to a demonstration of the database and GIS system, and exposed to the datasets updated and expanded during the project. Vendor is required to allow for a maximum of 25 attendees for this one-day workshop, plus IGPA and local vendor attendees totaling 30 participants.

Specifically, the vendor will be required to:

- identify the appropriate attendees from the six municipalities. Note that gender diversity amongst the participants is a key tenet of the IGPA project, and should not be less than 25% unless reliable justification can be provided for a lesser percentage.
- organize formal letters of invitation to support their attendance
- prepare the appropriate supporting paperwork such as pre-and post-questionnaires to be submitted for acceptance well ahead of the workshop, and other day-to-day paperwork such as attendance sign-on sheets
- organize and book the hotel/s and meeting room
- prepare all appropriate presentation material for approval prior to the workshop
- provide basic stationary packs
- pay the attendees for their travel costs
- support all the above with the relevant paperwork including quotations and receipts. The full extent and project specific requirements for this will be provided to the vendor well in advance of the workshop timing.
- collate and summarize the pre-and post-questionnaires
- prepare a short report on the workshop together with any recommendations and lessons learnt

All data, records, and reports relating to this project, whether in existence at the Execution Date hereof or compiled thereafter in the course of performing the Services, shall be treated by the selected vendor



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as the exclusive property of DAI and the relevant Directorate, and the furnishing of such Records, or access to such items by the vendor, shall not grant any express or implied interest in or license to the vendor or relating to such Records other than as is necessary to perform and provide the Services to DAI and the relevant Directorate. Upon request by DAI or the relevant Directorate at any time and without regard to the default status of the parties under the Agreement, the vendor shall promptly deliver to DAI and the relevant Directorate the Records in electronic format as exists on the date of the request.

A detailed breakdown of the sequential steps of how this activity is going to be implemented is displayed in the table below

Detailed Scope of Work

Item	Implementer/Vendor	Timeline	Comment
1. Following the kick-off meeting, working with the Director of each of the six Municipalities, working groups will have been established, ensuring representation of Machinery, Planning, Finance, GIS, Legal, HR, and Environment Solid Waste departments. The group should be given a brief overview of the purpose of the working group and the need for reliable, accurate data and ongoing maintenance and support for the database and GIS systems.	IGPA/TAKAMUL team to make initial introductions with the municipalities, and then hand over to the vendor	Week 1 to 4	Mobilize the vendor after a kick-off meeting.
2. Within the working group, the CORE data requirements of the municipality should be determined in detail based on the CORE data listed in Table 1 and 2 below, and also the support required in terms of database and GIS systems maintenance, operability, and updates. In coordination with PWEDs and the Equality and Inclusion (E&I) team of IGPA/Takamul, include appropriate equality and social inclusion parameters in the questionnaires. It is important for directorates to understand the socio-economic characteristics of their customers, waste generation and disposal patterns, social situation (for example, Internally Displaced Populations (IDPs), poor neighborhoods, middle-class customers, etc.), planning and infrastructure status of pilot zones to plan and adjust services accordingly.	Vendor supported by existing IGPA/TAKAMUL SWM Team	Weeks 2 - 4	Focus is on CORE data. SUPPLEMENTARY data only to be obtained if readily available from secondary data sets. IGPA/TAKAMUL specialists already know that the local data <u>in almost all cases is either incomplete or spurious</u> and will have to be significantly augmented.
Each municipality may have some specific data needs, and this needs to be resolved by the vendor with the individual municipality. These additional requests will then be reviewed by the IGPA/TAKAMUL specialists, and if considered appropriate at this stage, then these data needs can be incorporated into the Core or Supplementary datasets listed in the tables below. Working with the municipalities' confirmed Core data			

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<p>vendor will be required to undertake one three-day waste characterization survey per municipality (including truck weighing and recording over three days) and also undertake household and commercial surveys. Household surveys to include determining key decision-makers regarding solid waste management, attitude to littering, methods of waste disposal, key issues of concern for the community and so forth. Also, the vendor will need to survey specialist waste generators such as construction and demolition waste, commercial waste, and medical waste, as well as junk shops/recycling centers.</p>			<p>with the municipality and then approved by IGPA/TAKAMUL prior to implementation. (See note below table.)</p>
<p>5. The vendor’s proposed methodologies, survey questionnaires and pilot/target areas to be checked for suitability by IGPA/TAKAMUL staff, to ensure the deliverables are produced promptly to the accuracy and quality required, in the required format and on the specified platforms, and generally in an acceptable manner. This includes the requirements of the Monitoring, Evaluation, and Learning group within IGPA/Takamul, whose general survey requirements are listed in section H.</p>	<p>IGPA/TAKAMUL review proposed methodologies and locations</p>	<p>Weeks 8 - 10</p>	<p>The vendor will be responsible for supplying all phones/tablets required for the survey, as well as loading the questions into the survey software. The survey software and finalized questions must be handed over to the municipality. The strong preference is that the survey software would be part of the database and GIS system.</p>
<p>Finalize the review of the existing database and GIS platforms and recommend the package going forward. Vendor and IGPA/Takamul to agree on the hardware and software requirements and vendor to procure these items on behalf of and in the name of the municipality. The procurement procedures will be agreed with IGPA/Takamul prior to purchasing. The vendor will then install the software and ready the systems for accepting the data collected in the surveys to follow, and the transfer of valid data from the existing database as required.</p> <p>6. Undertake the agreed waste characterization audits, waste tonnage recording, and the required household and specialist</p>	<p>Vendor with IGPA/TAKAMUL monitoring</p>	<p>Week 10 - 18</p>	<p>The IGPA/TAKAMUL team will provide the waste characterization audit protocol</p>

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<p>8. The survey and waste audit and tonnage data should be entered by the vendor into the agreed database (if not done automatically during the surveys), summarized, and collated. The vendor will also be responsible for showing the relevant municipal officers how to upload the secondary data identified as being valid into the agreed database, and also to transfer, as necessary, valid information, maps and data from the existing GIS systems</p> <p>9. With the overview report finalized, the working group should review and request any changes. Once the review process is complete, the report should be presented to the Head of Municipality and Governor for their approval.</p> <p>10. Within the working group, a plan should be developed, as to how the information will be kept up to date and accurate. An information management plan will be produced, assigning specific responsibilities within the municipality and frequency with which data should be validated and then updated, who it should be shared with and in what format. It should appropriately reflect the resources of the municipality. The information management plan should be reviewed and approved by the Director of the Municipality and Governor.</p> <p>The information management plan will also include recommendations on the necessary GIS platform maintenance.</p> <p>It will also include a short manual for municipal staff to replicate the pilot surveys in other areas and how to update and maintain the database and GIS platform.</p> <p>11. Within the approved information plan, the working group should</p>	<p>Vendor with IGPA/TAKAMUL support.</p> <p>Vendor</p> <p>Vendor with IGPA/Takamul support</p>	<p>Weeks 24-28</p> <p>Weeks 24-32</p>	
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<p>confirm and agree required training, capacity building, and resources needed to ensure the capacity is within the municipality to maintain including updating the database and GIS platform. Capacity building will aim to provide staff with hands-on experience to use updated information databases and GIS systems as a decision support tool and critically, to also replicate these surveys in other areas within the target municipalities. Further, selected provincial staff will also attend these training events to encourage them to initiate data collection and storage activities and other municipalities within their province.</p> <p>The vendor will arrange the following training workshops and also ensure that all attendees have access to a computer at both GIS training events, either by having them commit to bringing their own laptop or by the vendor providing laptops locally.</p> <p>The exact scope and content of the training shall be summarized in detailed training proposals, but the vendor should budget to include at least the following:</p> <ul style="list-style-type: none"> • One database training event in Erbil for two days, each involving all six municipalities and a maximum of 60 participants, plus IGPA and vendor attendees totaling 75 participants. The aim of the event will be to present the database and the GIS system to both the users, persons responsible for maintaining the system, and also to managers and provincial representatives with the goal of having them maintain and expand the system. • One GIS basic-users training event in Erbil for two days, involving a maximum of 50 participants, plus IGPA and vendor attendees totaling 65 participants. The event would be targeted towards the end users of the GIS 			<p>Vendor to supply rented laptops at both GIS workshops, with access to the database and GIS systems, for municipal officers attending who cannot provide their own laptops.</p>
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<p>system to gain an overview of the GIS system and capabilities, as well as the GIS specialists who will be updating and maintaining the system. The audience will be a mix of GIS specialists as well as municipal and perhaps provincial management.</p> <ul style="list-style-type: none"> One GIS specialist training event in Erbil for three days, involving a maximum of 40 participants, plus IGPA and vendor attendees totaling 55 participants. This second GIS event would be for the GIS specialists and other municipal staff who will be updating and maintaining the system. <p>12. Upon completion of the Overview report and Information Management plan, the Vendor will organize six workshops (one workshop per municipality) in which municipal and non-municipal actors would be invited to a demonstration of the database and GIS system, and exposed to the datasets updated and expanded during the project. The vendor must ensure at least 25 municipality officials and nonmunicipal actors attend this one-day workshop, plus IGPA and vendor attendees totaling 30 participants. Separate workshops must be held within each of the six municipalities.</p> <p>Attendees will then be asked to (a) provide feedback on the information management plan, particularly with regard to the ongoing updating of the content, and (b) to share key findings and raise the awareness of the process and results within the municipality, other governmental and non-governmental parties.</p> <p>The results of the feedback and lessons learnt will be included in the final report by the vendor. Because this is a workshop and not a formal training event, the vendor will not be required to pre-submit survey forms et cetera, however sign in sheets and copies</p>	<p>Vendor</p>	<p>Weeks 26-32</p>	<p>The vendor will not be required to provide individual computer access for attendees at these final municipality-based workshops.</p>
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of materials together with photographs, event report, budget and agendas need to be supplied immediately after the workshop.			
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Additional notes for task 4 above The vendor must define the vulnerabilities of the area with regards to the groups residing within, like IDPs, random setting, un-serviced locations, and minorities. The expected ratio for some of the mentioned groups, or all of them if existing, should be clearly set, as this will be the "vulnerability target" of the activity, which will be regularly reviewed by IGPA/Takamul E&I team.

Table 1- Data Gathering Requirements Overall

Item	Core	Supplementary	Comment
Technical Data	<ul style="list-style-type: none"> See Table 2 	<ul style="list-style-type: none"> See Table 2 	
Database and GIS functionality related to SWM aspects	<ul style="list-style-type: none"> Database functionality including maintenance status Database integration with the GIS GIS system presence and currency such as in terms of base maps currency Human resources currently supporting the database and GIS systems 	<ul style="list-style-type: none"> Municipality served area, including neighborhood boundaries Roads, differentiating type of road surface. Location and type of residential properties (house, apartment, informal etc.) Location and type of factories and industries. Location of institutions and type (schools, hospitals, etc.) Location of parks, recreation, and open spaces. Location, type of dumpsites and sanitary landfills. (intermediary, dumpsite, informal dump sites, etc.) Location and type of communal collection points (e.g. open skip, closed skip, waste ground) All routes of collection vehicles, including from garage and to disposal site. 	
Regulations & Legal Framework	<ul style="list-style-type: none"> Financial management (selling of waste, collection of fees/rents/penalties, budget approval, audit 	<ul style="list-style-type: none"> Planning regulations. Employment conditions. Technical (frequency of service, responsibility of green spaces) Legal framework for engagement of private sector. 	Applicable Federal & Provincial laws, local-by-laws, regulations, or codes of practices/policies that impact upon solid waste management and the

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	responsibilities etc.)		administration of the municipality
Performance indicators	<ul style="list-style-type: none"> Current municipality SWM performance indicators. 	<ul style="list-style-type: none"> Frequency they are updated. Who they are shared with. Who is responsible for updating. 	
Other stakeholders	<ul style="list-style-type: none"> Registry of other partners working on solid waste in municipality, such as: <ul style="list-style-type: none"> NGOs INGOs Private Businesses Government Partners/Organizations Customer Segments 		
Existing community communication	<ul style="list-style-type: none"> Is there any existing community communication plan for solid waste management 	<ul style="list-style-type: none"> Full details of communications plan Status of any website, newsletter, social media 	If there is no plan, vendor must detail and describe ad hoc community communication initiatives taken by municipality

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Table 2 – Technical Data Gathering Specifics

Data Item	Method for data gathering
CORE DATA	
Total municipal population.	Interview municipal officials to obtain the required data and confirm with national agencies.
Municipality served area – both physical area limit and population	Interview municipal officials to obtain the required data and confirm with national agencies.
Growth rates for population	Interview municipal officials to obtain the required data and confirm with national agencies and international reports.
Collection efficiency overall	Interview municipal officials to obtain the required data and confirm with national agencies.
Waste tonnage collected and hauled overall	<p>Interview municipal officials to obtain the required data and confirm with national agencies.</p> <p>Review existing data in the form of weighbridge records if available and if not available, obtain details from the municipality on the number of vehicle loads a day and likely tonnage in each load. This secondary data then must be supplemented by primary data gathering as follows:</p> <ul style="list-style-type: none"> • If a weighbridge is available at the landfill or transfer station, the vendor will manually record the weight of every vehicle entering the site over a three-day period. Also obtain details of the empty weight of the vehicles to determine the total tonnage of waste entering the site over three days. Vendor representatives must be present during all opening hours on all of these three days, and manually record the weights of all vehicles entering, and not copy the municipalities' dataset or results summary. It is critically important that the vendor's data is independent from the municipality's dataset. • If a weighbridge is not available, then portable truck scales are to be provided by the vendor and will be used to weigh all vehicles entering the transfer station/landfill, over a period of three days. The vendor will weigh every individual vehicle entering the site when full and also on one occasion record the empty weight of each vehicle, over a period of three days. See table 3 below for requirements as part of the waste audit procedures.
Details of waste collection and hauling fleet	<p>Interview municipal officials to obtain the required data and confirm with national agencies.</p> <p>The vendor will then ground truth the vehicle types and numbers by ocular inspection at the landfill and any transfer station by recording the make, model and ownership of each vehicle entering over a three-day</p>

	<p>period during the entire opening hours of the facility. The vendor will also note the operational state of the vehicle by classifying it as well maintained or just functional. This activity would be done in parallel with the waste tonnage and waste characterization audit activity over the same 3-day period.</p>
<p>Number and type of communal collection points (e.g. open skip, closed skip, waste ground) in the municipality</p>	<p>Interview municipal officials to obtain the required data and confirm with national agencies.</p> <p>Select and agree upon with IGPA/Takamul five (5) appropriate representative neighborhoods with the municipality. Undertake ground truthing surveys in the five neighborhoods being representative of residential communities (covering low, middle, and high socioeconomic status), one commercial precinct and one industrial area. If no industrial area locally, then undertake the third pilot survey in a second residential community.</p> <p>The aim of this ground truth thing is to confirm the validity or otherwise of the municipal data.</p>
<p>Number and type of businesses involved in waste separation and recycling (variously called waste separating plants, junk shops, recycling centers. This will also include any waste /transfer stations, and scavenging at final dumpsites/landfills, etc. It also includes both the public and private sector activities.</p>	<p>Interview municipal officials to obtain the required data and confirm with national agencies.</p> <p>Inspect and record details from at least three (3) waste separating plants/junk shops/recycling centers, including obtaining as much detail as the owner/operator will provide on monthly throughput of each recyclable, and prices paid for the recyclables. Also determine to whom the recyclables are then sold and where this company is located. Use the IGPA/TAKAMUL provided Questionnaire, after updating following discussions with the municipality and PWEDs, as well as the IGPA/Takamul E&I and MEL specialists.</p> <p>Physically inspect and record details of all intermediary dump sites/transfer stations and final dumpsites/landfills. Obtain available details on waste tonnages entering and recyclables leaving the facilities (if not already obtained during previous activities above), and complete the pro forma that will be provided by IGPA/TAKAMUL on the general standard of operation at the facility.</p>
<p>Waste composition results and field audit, including truck weighing</p>	<p>Interview municipal officials to obtain the required data and confirm with national agencies. The data required is the result of all previous waste audits and characterization studies wherein the waste components have been determined. Record the source of the waste stream, who undertook the survey, and the date that the data was obtained.</p> <p>In addition to collating existing information, undertake a waste composition audit at the main landfill/transfer station. Use the waste characterization and auditing procedures supplied by IGPA, which requires three days on site for a team of at least 12 laborers plus supervisors/data recorders, plus an extra day on site by the</p>

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	<p>vendor to organize the waste selection procedures and prepare the auditing location. A set of scales with a capacity of up to 100 kg will be required plus 4 x ~80L plastic bins with handles, shovels and PPE for the people sorting the waste - all to be supplied by the vendor.</p> <p>Allocate 3 laborers to undertake the truck weighing activity, either by manually recording the weight of every vehicle from the transfer station/landfill weighbridge or using portable truck scales as appropriate. See Table 3 below for equipment details.</p>
Surveys of key SWM issues	<p>Select and then interview representatives from each of the following categories in each target municipality:</p> <ul style="list-style-type: none"> • residential area (500 household interviews) • this total shall be split between low, medium and high-income residential precincts in proportion to the total population that these three socio-economic categories represent in the overall municipal population. It is likely that the footprint of these three socio-economic areas will not be directly contiguous, and that is acceptable. • commercial and institutional operators (10 company interviews) • industrial operators (5 company interviews) • medical waste generators (5 facility interviews) • construction and demolition waste generators (5 company interviews) • recycling centers/junk shops (5 facility interviews) <p>The topics to be addressed have been prepared by IGPA, and the draft questionnaire prepared by IGPA/TAKAMUL is provided in an EXCEL spreadsheet as Annex 1 - Indicative survey questionnaires. The vendor will meet with the municipality and agree upon the final list of questions and the survey locations for approval by IGPA/TAKAMUL, including Equity and social Inclusion (E&I) and Monitoring, Evaluation and Learning (MEL), before undertaking the field surveys. The vendor will then undertake the required surveys, collate, and present the survey results together with appropriate summaries. All raw data must be transferred to IGPA/Takamul as well.</p>
SUPPLEMENTARY DATA	
<p>Supplementary data will be obtained through interviewing municipal officials to obtain the required data and then confirming where possible with provincial/national agencies. It is likely there will be significant data gaps and doubts about data veracity, but the vendor is not required to</p>	

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undertake activities to generate new primary data to fill these gaps. The vendor's role is merely to identify what data is available and its veracity. There is no need to generate primary information to enhance the available supplementary data.

The vendor should allow for one person for four weeks in each province to obtain as much existing secondary data as possible in that 4 week period, and collate that information noting all data and information gaps, on the following issues:

- Population by neighborhood.
- Municipality served area both physical area limit and population, by neighborhood
- Growth rates for economic activity and wealth per neighborhood.
- Road lengths and width, per type and neighborhood (km).
- Number of residential properties, by type per neighborhood.
- Number and type of commercial enterprises, factories, and industries per neighborhood.
- Number of institutions and type (schools, office blocks/buildings, colleges, universities, government offices etc.) per neighborhood.
- Number of medical facilities and type (public and private hospitals, public and private medical centers and clinics, doctor, and dentist surgeries, etc.) per neighborhood.
- Number of parks, recreation areas etc. per neighborhood.
- Average income per neighborhood

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Table 3. Waste Characterization Auditing and Truck Weighing Requirements.

The following items must be provided by the Vendor at all six waste characterization audits and truck weighing events. Items like waste and the truck weighing scales can be transported between the municipalities if desired by the vendor (so only one set has to be purchased/rented), provided that the six events can all be programmed to fit within the contracted timeframe.

1. 3 x Plastic sheets, each at least 5 or 6 metres square – to put under audit waste piles
2. 4 X 80 to 100-liter plastic rubbish bins or similar – for carrying waste to the scale or audit area. No lid needed.
3. Electronic weighing platform scales – for weighing waste when placed in plastic rubbish bins. Capacity of at least 100 kg
4. Sieve – about 10mm aperture for separating out the smaller particles and dirt
5. Data recording sheets – to keep the results of weighing and note any issues (example included in the detailed audit procedures to be supplied to the Vendor))
6. Personal Protective Equipment – gloves, masks, eye protectors, and rubber boots for supervisors and laborers.
7. First aid kit – in case of cuts or abrasions
8. 4 shovels and metal rakes – for mixing waste piles and/or loading waste for auditing, (Borrow these from the municipality or elsewhere if possible)
9. 15 laborers (minimum). A generous budget per labourer per day should be allowed to compensate them for the hazardous nature of the work, as well as compensation for travel out of town to the dumpsite and purchasing meals in such remote locations. 12 will do the waste audit and three will assist with truck weighing activities – either at the weighbridge or using the portable scales as required.
10. One Supervisor to prepare for the audit and truck weighing the day before, and then supervise the 3 days of auditing and weighing.
11. Set of portable truck weighing scales (axle scales) for locations where a permanent weighbridge is not available. These may be shared between the weighing events at the six municipalities so only one set has to be purchased, or hired if available. The option of only purchasing one set of scales will only be acceptable if the audits and weighing events can be completed within the project allocated timeline.

D. REQUIREMENTS OF THIS STATEMENT OF WORK

The following should be delivered separately for each of the six municipalities, except for deliverable one, which will only require a single report for all project municipalities.

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Note that all reports are to be in both English and Arabic language, and are to be submitted to IGPA/TAKAMUL in the first instance.

All reports are to be submitted as a draft and then reviewed by IGPA/TAKAMUL for general compliance with the scope of works specified above, completeness of the information supplied, clarity of explanations and general standard of English and Arabic. IGPA/TAKAMUL reserves the right to request further information, revisions, or any other modifications to the report to ensure each deliverable is of a high professional quality.

IGPA/TAKAMUL will review all reports and respond by e-mail within 14 days of receipt, otherwise, the reports will be deemed accepted.

Milestone #	Milestone's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	<p>Inception report:</p> <ul style="list-style-type: none"> Kick-off meeting minutes for the meeting held with IGPA/Takamul. The report should include the agenda, points of discussion, and decisions made. The activity plan will consist of an 8 pages (maximum) report that presents the Vendor roadmap for the activity stages with regard of designing, planning, implementation, and deliverables. Monthly report number 1 (covering the period of week 1-4) 	10%	End of Contract week 4
2	<p>Data Collection and Review Methodology:</p> <ul style="list-style-type: none"> This deliverable consists of an 8 to 10 page) report per municipality that presents the detailed mechanism of collecting the data, description of the required date, quantitative and qualitative data collection method. Also, it will document the updated likely sources of the extent of available data, as well as the updated core and supplementary datasets required by the municipalities. Results of the preliminary options review including recommendations for the database and GIS system upgrades. Meeting minutes for the meeting/s held with directorate-level counterparts in the Municipalities/provinces. Documentation: Introductory meeting notes in English and Arabic (including dates and list of participants) and sign-in sheets. 	10%	End of Contract week 8

	<ul style="list-style-type: none"> Monthly report number 2 (covering the period of week 5-8) 		
3	<p>Draft questionnaires, hardware and software recommendations</p> <ul style="list-style-type: none"> An eight-page maximum report per municipality detailing the process used to finalise the pilot scheme locations finalized questionnaires and the database and GIS system hardware and software recommendations Monthly report number 3 (covering the period of week 9-12) 	10%	End of Contract week 12
4	<p>Baseline Review of Existing Data:</p> <ul style="list-style-type: none"> This deliverable consists of ten pages (maximum) report per municipality which should include a completed checklist summarising the as-is availability of data to the municipality, based on the municipality's specific updated data requirements. This is to cover both core and supplementary data sets. Monthly report number 4 (covering the period of week 12-16) 	10%	End of Contract week 16
5	<p>Results of surveys and waste characterisation audits</p> <ul style="list-style-type: none"> The 50-page (maximum) report per municipality will describe the interview and audit processes, and provide any feedback on the successes or difficulties encountered. It will also include a summary of the results from the household and other surveys and waste characterisation audits. The actual results will be suitably summarised, tabulated, and presented in the appendices. Monthly report number 5 (covering the period of week 17-20) 	20%	End of Contract week 20
6	<p>Monthly report number 6</p> <ul style="list-style-type: none"> Monthly report number 6 (covering the period of week 21-24) 	10%	End of Contract week 24
7	<p>Information Management and Training Plan:</p> <ul style="list-style-type: none"> The 20-page (maximum) report per municipality will include general approaches to the creation, storage, and dissemination of information, and A Training Plan is to consist of a methodology for delivering the trainings, materials, and detailed schedule. 	10%	End of Contract week 28

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	<ul style="list-style-type: none"> Monthly report number 7 (covering the period of week 25-28) 		
8	<p>Final Report:</p> <ul style="list-style-type: none"> This deliverable consists of a 25-page (maximum) report that includes the following sections and annexes: <ol style="list-style-type: none"> Background and objective of the data collection Current status of the targeted municipalities and issues in SWM Full set of newly collected data displayed through quantitative, qualitative, and pictorial research Results of the training programs and workshops in terms of the number of attendees and percentage increase in attendees' knowledge based on the pre-and post-training event questionnaires. Results of the concluding workshop Conclusions and recommendations 	20%	End of Contract week 32

Payment will be made to the Vendor upon receipt of a properly executed payment request, complete with a milestone report and applicable documentation for each deliverable as listed above. Due dates and payment amounts shall be specified in terms of the contract (TBD).

Separately from the deliverables included in the table above, and after completion of each task, the selected Vendor is also responsible for submitting the documents for "Other Deliverables" included below;

Other Deliverables

- Meeting minutes, sign-in sheets, and agendas, demonstrating broad consultation and an inclusive process for each of the deliverables.
- Training workshop deliverables include that the Vendor must supply the following prior to all training workshops:
 - Pre- and post-workshop questionnaires, to be made available to IGPA/Takamul for review and approval at least three weeks prior to the event
 - Sign-in attendance sheets
 - Proposed financial control sheets for general expenditure and money disbursed for attendees' travel costs
 - Electronic copies of all presentation material

Following the event, the vendor must supply:

 - All project Monitoring, Evaluation and Learning requirements such as those specified below in Section H, including photos and a short event report summary
 - Completed sign in attendance sheets

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- Completed pre-and post-survey questionnaires together with a basic analysis of event impact
 - Completed financial records confirming expenditure in terms of travel money, meals general disbursements for printing and stationery and hotel expenses. The detailed requirements to satisfy IGPA/Takamul Project controls will be provided prior to the first event.
 - A short report on the event including lessons learned.
3. Quality control on information gathered, both by the municipality and Vendor.
 4. Monthly progress reports covering the previous month (if not one of the stated above deliverables). The report will include but not be limited to achievements, challenges, and meetings from the previous month, planned activities and meetings for the month ahead, and highlight all deviations from the original implementation plan. The report shall be limited to about 2 to 4 pages of narrative , with the format to be agreed with IGPA/Takamul prior to submitting the first monthly report. The narrative will be supported with appropriate appendices including photographs and other records of activities from the previous month.

E. ACTIVITY LOCATION

Work on this project will be with the following selected municipalities:

- Municipality of Basrah
- Municipality of Al Ramadi
- Municipality of Hillah
- Municipality of Mosul
- A municipality within the jurisdiction of Baghdad Mayorality (TBD)
- A municipality within the jurisdiction of Baghdad Governorate (TBD)

F. PERIOD OF PERFORMANCE:

The period of implementation of this award will be **32** weeks.

G. MONITORING, EVALUATION and LEARNING REQUIREMENTS

Full details of the survey event must be provided to IGPA/Takamul at least 15 days prior to the event date.

The final pre-post Questionnaire must be provided to IGPA/Takamul team at least five days in advance of the survey event. The Vendor must supply and program the software to be used as the survey platform.

Following the event completion, the following must be provided to IGPA/Takamul including, as a minimum, the final questionnaire, photos, and survey report.

H. TECHNICAL DIRECTION

The initial IGPA/Takamul representative contact will be through ProcurementIGPA@dai.com

This representative responsibility will be delegated during project implementation.

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I. SPECIAL CONSIDERATIONS

It should be noted that the successful Bidder will work to facilitate and empower the municipality, ensuring that the process is one in which the Vendor assists the municipal employees to develop the resources, works within what is legally and practically achievable within Iraq.

A municipality working group will be formed to input, review, direct and approve all stages of the implementation and that full consultation will be undertaken in developing the outputs – such that the municipality has ownership and trust in them.

Also, officials from outside the municipality should be similarly consulted and involved in the process – such that the procedures are supported by all involved.

The winning Bidder will be excluded from tendering or working on any other produced scopes of work to assist the municipality, such as proposed training courses, as will their parent companies or associates.

Any specialist software used by the vendor should have freely available viewing and editing extensions that can be provided to the municipality with no ongoing cost. This excludes the main GIS and database platform, which is expected to be ARCGIS.



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10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

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.

E-mail: Click here to enter text.

Company Seal/Stamp:

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10.3 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)
LABOR					
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					
Staff Subtotal					
TRAVEL COSTS					
For example, local transportation					
For example, per diem					
For example, international travel					
For example, hotel costs					
Other travel cost					
Travel Subtotal					
OTHER DIRECT COSTS (ODC)					
For example, workshops and Meetings					
For example, Room rental (1 day in a local hotel)					
For example, Printing documents/maps					
For example, anticipated ODC					
ODC Subtotal					
Total Program Expenses Subtotal					
INDIRECT COSTS AND FEE					
Overhead and administrative costs					
Fee					
GRAND TOTAL (USD)					

Price Schedule

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Price (USD)
Milestone No. 1		10%	\$
Milestone No. 2		10%	\$
Milestone No. 3		10%	\$
Milestone No. 4:		10%	\$
Milestone No. 5		20%	\$
Milestone No. 6		10%	\$
Milestone No. 7		10%	\$
Milestone No. 8		20%	\$
Total		100%	\$



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10.4 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.



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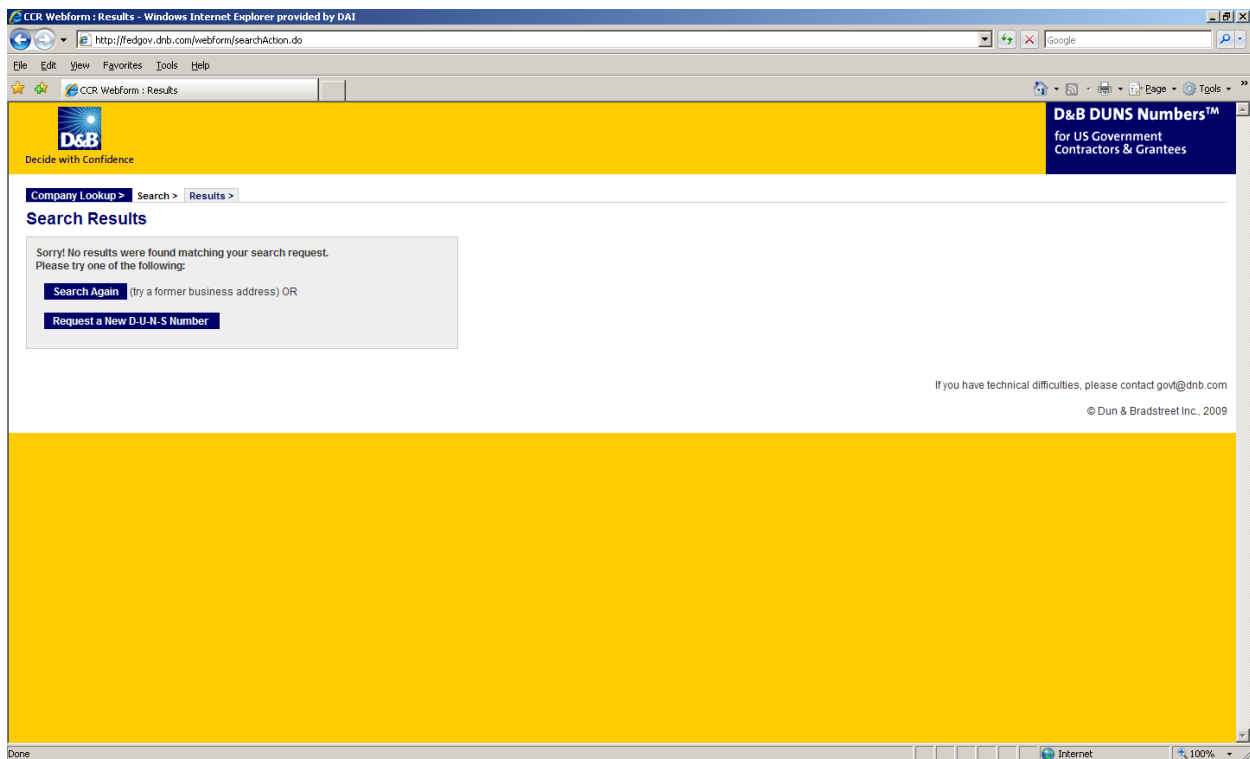
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.





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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.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request." The address bar shows a URL from the Federal Acquisition Regulation (FAR) website. The page header includes the D&B logo and the text "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main heading is "Request for New D-U-N-S Number". Below this, there is a note about affiliated companies and a instruction to complete information for a new D-U-N-S Number. A "Note" states that all fields are required unless otherwise indicated. The form is divided into sections: "Company Name" and "Physical Address". The "Company Name" section includes fields for Legal Name (populated with "DNB TEST, INC"), Legal Structure (populated with "Proprietorship"), Tradestyle Name 1 (optional), Tradestyle Name 2, Tradestyle Name 3, and Phone Number of Business (populated with "20-555-1212"). The "Physical Address" section includes fields for Street (populated with "100 Jalan Abdul Rahman"), City (populated with "Kabul"), State, Zip Code + 4/Postal Code, and Country (populated with "AFGHANISTAN"). There is also a "Mailing Address (optional)" section with a checkbox "Same as Physical Address" and fields for Street/P.O. Box and City.

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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.



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

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

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

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

Organization Information

Executive Name
Title Select one
Primary SIC code
Description of Operations
Socioeconomic Data Select one
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 Select one

Notes (optional)

Submit Your Request

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

Done

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/inis/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

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):

Submit Clear

Search Help and Examples

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Telephone: 800-233-OSHA (6743) | TTY: 877-689-5627
www.OSHA.gov



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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:

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

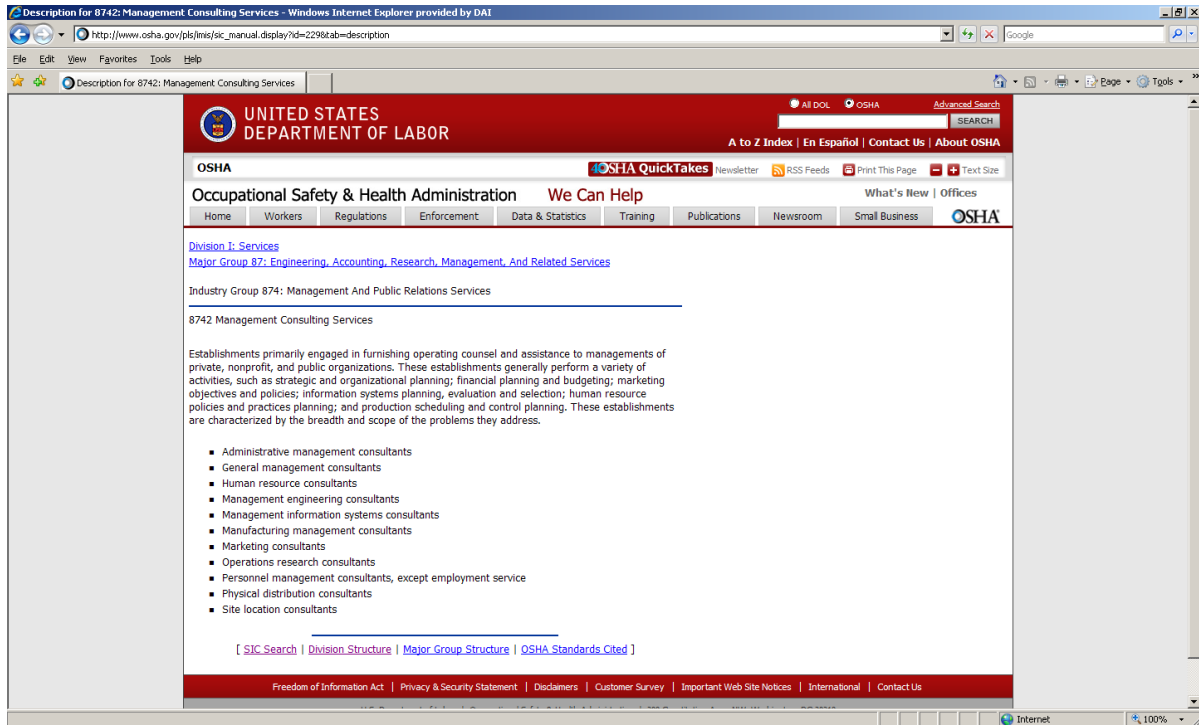
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



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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 in a Windows Internet Explorer browser. The URL is "http://fedgov.dnb.com/webform/newReq.do?hdncompanyname=1&browser=8&hdnCompanyname=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnDuns=8&hdnTradeStyleName=8&newComp=8". The form is divided into several sections: "Country" (AFGHANISTAN), "Mailing Address (optional)" (with fields for Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country), "Organization Information" (with fields for Executive Name (Mohammad Ali), Title (Owner), Primary SIC code, Description of Operations (Agricultural Technical Assistance), Socioeconomic Data (No special Ownership Status), Number of Employees (10), and Annual Sales or Revenue (USD 500,000)), "Parent Organization (optional)" (with fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country), and "Notes (optional)". A "Submit Your Request" button is at the bottom.



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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

Decide with Confidence

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%



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10.5 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.

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10.6 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									



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10.7 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) 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 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.



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10.8 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. Once completed, the Project Manager must upload the form to TAMIS.

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?

Include 2-3 sentence summary here:

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		



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Mark “X”	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or	
	Invitations	
	Other (please	

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:



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10.9 Attachment I: Insurance and Risk Allocation

By submitting an offer to this RFP you are agreeing 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



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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.



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10.10 Attachment J: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI electronic E-mail address 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)
- ☐ 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. origination registration in Iraq, or the organization proxy registration in Iraq), and be eligible to perform work under applicable laws and regulations.
 2. Evidence of a DUNS number (explained in section 8.3).
 3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained in section 8.2).
 4. Having 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 past 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)