

Request for Quotes
USAID CSS RfQ 2018-03

Subject: Provision of technical assistance in grants management

Contracting Entity: Cardno Emerging Markets USA Ltd., Washington DC, Belgrade
Representative Office

Location: Serbia, Belgrade

Issuance Date: April 20, 2018

Cardno Emerging Markets USA, Ltd. (Cardno), the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the Competitive Economy Project, is soliciting bids from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) interested in providing the consultancy services as described in Section I. Background and Scope of Work. The successful bidder will be responsible for ensuring achievement of specified tasks/deliverables.

I. BACKGROUND AND SCOPE OF WORK

About the Project

USAID Competitive Economy Project (Project) is the four-year activity with overall goal to establish systemic approaches to strengthening Serbia's food-processing sector in order to generate export-led growth, and greater integration with European and global markets. This will be achieved by systemically strengthening selected value chains (VC) with a focus on aggregate sales, exports and jobs. The Project will identify gaps in the current competitiveness system and strengthen these systems through capacity development and the facilitation of partnerships among system actors.

In order for this to be achieved, the Project will actively seek partnerships with key industry stakeholders to create platforms for exchange and knowledge sharing based on clear, market driven principles, making capacity building an integrated process. While initially focusing on the fruits and vegetables sector, the Project is expected to result in a model that can eventually be applied more broadly across the industry.

Background to SOW

Grants and subcontracts are an important tool for building key partnerships and networks that has been utilized by CSS in early stages of the project. Eight grants and five subcontracts have been contracted to date. The Project periodically publishes solicitation documents seeking proposals from eligible organizations to support the achievement of Project objectives. In addition, the Project published Annual Program Statement (APS) 2018, on March 14, to establish integrated and collaborative models for supporting Serbia's processing industry to increase export of fruit and vegetable products. The purpose of the APS is to solicit expressions of interest (EOIs) and applications from eligible organizations that present creative technical approaches and methodologies for supporting the Project's key long-term goals. The Project will evaluate applications submitted in response to this APS on a rolling basis through the deadline for submission of applications on December 27, 2018.

Objective

The objective of this Request for Quotes is to select a Consultant, with significant background and practical experience in grants management to assist Project Grants Specialist and Tasks managers in executing grant agreements and ensure the grants files are properly documented.

Detailed activities are listed below. The Consultant will plan and implement the work schedule in cooperation with the Project, and will report to the Project Chief of Party and Deputy Chief of Party.

II. Tasks

In order to attain the objectives, set above the Consultant shall undertake the tasks set forth below:

1. Provision of technical assistance to Grants Specialist

This assistance will include review and consulting on management of existing grants and subcontracts, making sure that all requirements are being met by the Project and the grantees/subcontractors

2. Review and Update Grants and Subcontract Documentation

Consultant will ensure that the ongoing grants are properly documented and reported. The Consultant will:

- Review status and documentation of active grants and subcontracts
- Review grantee/subcontractor interim and final reports and payment requests

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- Complete the documentation
- Close out grants

3. Provide technical expertise recommendations in grants management

- Support Grants Specialist in facilitating evaluation, USAID approval and contracting process
- Support quality control, finalization and timely submission of narrative and financial reports by grantees and subcontractors

III. Period of Performance

Period of performance of the contracted services is May 3 until September 3, 2018.

IV. Deliverables

Specific work products to be developed by Consultant in cooperation with USAID BEP and the stakeholders include:

- Revised documentation, including reports, of active grants and subcontracts
- Documentation for close out of grants
- Documentation for USAID grant approvals (up to 8)
- Draft grant agreements and subcontracts (up to 10)
- Consultant's Final Report/Memo on Activities.

All deliverables including the final report/memo on activities should be prepared in English. Drafts of all deliverables need to be supplied for comments to the Project Deputy Chief of Party before delivery. The Consultant will make adjustments to the deliverables in line with Cardno Emerging Markets' comments within a week after such comments have been provided. The final report should be provided in ten working days after the end of the period of performance.

V. Requirements for eligible bidders

Legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) engaged in monitoring and evaluation, with the following Consultant (s) requirements:

- At least 15 years of professional experience in project/program and donors grants management.
- Relevant experience working with donors/U.S. Government agencies programs.
- At least 5 years of expertise and experience in similar positions delivering consultancy and training.

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- Demonstrated knowledge and proven experience in management of USAID-funded grant programs.
- Strong reporting, communication and facilitation experience.
- Fluent written and oral knowledge English language.

VI. Award

Cardno/the Project anticipates awarding one Service Agreement under this Request for Quotes up to 10,000 in USD (US Dollars), payable in RSD (Serbian dinars), in funding to be allocated over 4-month period. The price of the Service Agreement to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Under a Service Agreement all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations.

Cardno/the Project will select the bid that offers the best value based upon the following evaluation criteria:

1. Management and Professional Qualifications (30)

The bidder should describe their overall capability to undertake work in this area. A description of proposed Consultancy qualifications and relevant experience to carry out the Scope of Work should be included.

2. Past Performance and Experience (50)

Bidder's experience and capabilities in undertaking similar activities should be detailed here, including references and certifications (if relevant).

3. Cost proposal (20 points)

Ensure consistency of the costs with the proposed effort for implementing specified tasks in line with technical approach.

The selection of the Offeror for award will be made by the Cardno/the Project Evaluation Committee based on the evaluation criteria above. The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to USAID's Competitive Economy Project with appropriate consideration given to the three evaluation factors: Qualifications, Experience and Price. The non-price factors, when combined, are significantly more important than the Price factor.

Submission and deadline of bids

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The bidders should submit firm fixed price cost proposal broken down per tasks. All cost information must be expressed in US Dollars. Bids including CV and references of proposed staff clearly showing adequate technical background and relevant work experience should be sent by e-mail to: konkursi@konkurentno.rs, by April 27, 2018, 4 p.m. CET. Bidders can submit any questions concerning this RfQ in writing via email to konkursi@konkurentno.rs.