

<b>SOLICITATION, OFFER AND AWARD</b>		1. This Contract is a Rated Order under the Defense Priorities and Allocations System (DPAS) - Code of Federal Regulations - at 15 CFR 700.		RATING	PAGE OF PAGES 1   2
2. CONTRACT NUMBER		3. SOLICITATION NUMBER 72036724Q00003	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) INVITATION FOR BID <input type="checkbox"/> NEGOTIATED (RFP) REQUEST FOR PROPOSAL		5. DATE ISSUED 07/15/2024
7. ISSUED BY USAID/Nepal 00000		CODE 720367	8. ADDRESS OFFER TO (If other than Item 7)		
6. REQUISITION/PURCHASE NUMBER REQ-367-24-000037					

**NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".**

**SOLICITATION**

9. Sealed offers in original and \_\_\_\_\_ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in \_\_\_\_\_ until 1700 E2 local time 08/05/2024  
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

<b>10. FOR INFORMATION CALL:</b>	A. NAME Prabina Lama	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS prlama@usaid.gov
		AREA CODE	NUMBER	EXT.	

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<input type="checkbox"/>	C	DESCRIPTION/SPECIFICATIONS/WORK STATEMENT		<input type="checkbox"/>	J	LIST OF ATTACHMENTS	
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<input type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS					

**OFFER (Must be fully completed by offeror)**

**NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 0 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
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15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE   NUMBER   EXTENSION	<input type="checkbox"/>		

**AWARD (To be completed by government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION UNDER THE UNITED STATES CODE AT: <input type="checkbox"/> 10 U.S.C. 3204 (a) ( ) <input type="checkbox"/> 41 U.S.C. 3304 (a) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) Phillip Cherry		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.  
AUTHORIZED FOR LOCAL REPRODUCTION  
Previous edition is unusable

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
72036724Q00003

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>USAID/Nepal is seeking quotations from qualified consulting firms to conduct Gender and Inclusive Development (GID) Learning Series for USAID Implementing Partners 2024-2025 as described in the attached Statement of Work (SOW).                      Delivery: 08/25/2025                      Delivery Location Code: USAID/NEPAL                      USAID/NEPAL                      G.P.O. Box 295                      Bramha Cottage                      Maharajgunj                      Katmandu, Nepal</p> <p>Period of Performance: 08/26/2024 to 08/25/2025</p> <p>The purpose of the GID learning series 2024 - 2025 is to help USAID implementing partners to improve programming to the most marginalized groups in Nepal and increase local participation during design, implementation, and monitoring, evaluation, and learning (MEL).</p> <p>The deadline for quotation submission is August 05, 2024 at 17:00 hours, Nepal time.</p>				



RFQ Number: **72036724Q00003**

To Prospective Offerors:

**Subject: Request for Quotations to conduct Gender and Inclusive Development (GID) Learning Series for USAID Implementing Partners 2024 - 2025**

**Date Issued: Monday, July 15, 2025**

**Closing Date: Monday, August 05, 2024, 17:00 Hours, Nepal Time**

USAID/Nepal is seeking quotations from qualified consulting firms to conduct Gender and Inclusive Development (GID) Learning Series for USAID Implementing Partners 2024-2025 as described in the attached Statement of Work (SOW).

If you are interested and feel confident of providing these services, please provide USAID/Nepal Executive Office with quote at your earliest opportunity via email to [prlama@usaid.gov](mailto:prlama@usaid.gov) no later than August 05, 2024, at 17:00 Hours, Nepal Time.

Please note that this correspondence does not constitute an award commitment on the part of USAID/Nepal, nor does it commit USAID/Nepal to pay for the cost incurred in the preparation and submission of requested documents. In addition, the final award cannot be made until the negotiation is finalized and until funds have been fully appropriated, allocated, committed through internal USAID/Nepal procedure. Further, you are not authorized to proceed with any of the work described in the SOW until you have received either a fully executed award or a written authorization from the Executive Officer (EXO)/Contracting Officer (CO).

Please refer any questions you may have regarding this announcement to USAID/Nepal Executive Office, via email at [prlama@usaid.gov](mailto:prlama@usaid.gov) no later than July 24, 2024.

Sincerely,

Phillip M. Cherry  
Supervisory Executive Officer

Encl: SOW

## STATEMENT OF WORK TO CONDUCT GENDER AND INCLUSIVE DEVELOPMENT (GID) LEARNING SERIES FOR USAID IMPLEMENTING PARTNERS 2024 - 2025

USAID/NEPAL requires the services of a qualified consulting firm to conduct Gender and Inclusive Development (GID) Learning Series for USAID Implementing Partners 2024-2025.

### 1. PURPOSE/OBJECTIVES:

To advance gender and inclusive development practices in USAID/Nepal’s activity implementation, the GID learning series aims to deliver tailored GID training to staff of approximately 25 implementing partners. The purpose of the GID learning series 2024 - 2025 is to help USAID implementing partners to improve programming to the most marginalized groups in Nepal and increase local participation during design, implementation, and monitoring, evaluation, and learning (MEL). Implementing partner staff will develop a high level of awareness of the lived experience of the discrimination and marginalization that specific groups have faced; acquire GID integration skills in the relevant sectors of activity operations, including design, implementation, and MEL; identify GID transformation focused approaches, tools, and actions; identify areas for improving USAID/Nepal’s GID results; and share GID learning, particularly around failures.

In 2023, USAID/Nepal procured the services of a local contractor in 2023 to organize a Learning Series on Inclusion and Equity in USAID/Nepal Programming for Mission staff. The series comprised six thematic topics to enhance conceptual understanding of historical and lived experiences of the various social, cultural, political, and economic dimensions of inclusion, which culminated with a two-day USAID implementation workshop, and a one-day implementing partner learning workshop. Feedback from participants reflected increased learning, relevance to their work, and a desire for more GID training for USAID/Nepal and its implementing partners.

### 2. BACKGROUND:

The framework below has GID results reflected from the goal to Intermediate Results under four Development Objectives.



### ***USAID Approaches and Tools:***

USAID's Activity designs use GID analyses to identify how the designs will benefit Nepal's marginalized groups and address existing inequities. As part of our programming approach, the Mission started a consultation process with non-traditional stakeholders, particularly marginalized groups who will be end-users or partners. Design teams also utilize analysis to inform whether a geographic focus would improve their ability to achieve GID results in their sector or program of intervention. With these processes in place, **designs are framed to focus on addressing drivers that perpetuate marginalization as a primary goal**, rather than a subcomponent or disaggregate. Several designs plan to utilize a geographic focus on where there are the highest concentrations of marginalized groups in Nepal. Others are looking at programming that will directly tackle issues for marginalized groups in their sector.

### **3. SCOPE OF SERVICES:**

Contractor will assess the GID learning needs of implementing partners, develop a GID learning framework and curriculum, and deliver six training events spread over different locations and dates, (totaling 18 learning days, reaching 150 - 180 staff of USAID implementing partners). Finally, the Contractor will share learnings, curriculum, and resource folder along with a final report.

The contractor will use the findings from the 2024 USAID GID analysis, to design the learning series. The following learning questions, may be used to design the learning and application during group reflections/exercises:

- How can USAID and implementing partners increase local participation during design, implementation, and MEL?
- What strategies can USAID and its partners adopt to address any identified structural and operational barriers?
- How can we incentivize youth, women, and other marginalized groups to become involved in the civic and political processes?
- How can we strengthen a new generation of inclusive and transformation driven leadership?
- How can we enhance access to social and economic justice for marginalized groups?
- How can USAID activities leverage resources from local governments to facilitate economic opportunities that benefit the marginalized groups?
- What interventions and implementation strategies help improve access and quality of service/care for marginalized groups?
- How can we increase leadership opportunities for youth from marginalized groups and regions?
- How can quality, equity and sustainability gaps be addressed?
- What approaches work to reduce GBV, including child, early, and forced marriage?
- How can USAID's partnerships with the private sector benefit marginalized groups?

### **4. SUGGESTED TOPICS/THEMES:**

Learning series curriculum will include some of the following themes, among others:

- GID design, implementation, and MEL
- Locally led development and leadership
- gender identity, norms, roles
- understanding and measuring social norms change
- leadership and power dynamics
- representation and meaningful inclusion of girls and boys, women, and men with diverse identities
- economic, social, cultural, political, and geographic inclusion and access
- language, identity, and culture
- values, beliefs, behaviors, prejudices – informal institutions

## **5. AREAS OF EXPERTISE AND COMPETENCIES**

All legally registered firms/agencies with proven track record having following expertise are encouraged to apply:

- a) state of art, comprehensive, relevant, practice based and contemporary knowledge of GID and/or behavioral sciences.
- b) expert training skills and recent (past 1-2 years) experience in conducting / transferring / equipping learners with innovative and applied GID strategies, approaches, and tools.
- c) expert GID training and facilitation skills in the Nepalese context for the staff of international development agency in a multicultural and multidisciplinary setting; and
- d) has experience designing, testing, and delivering training and/or workshops that are highly participatory, inclusive, and local practice led.

The Contractor will be selected through a competitive solicitation process. The contractor should propose a team of resource persons, who will support the design, delivery, and synthesis of the learning series. The resource persons should have gender and inclusion representation reflecting Nepal's diversity, having required experience at the local level. The resource persons shall have the following expertise and skills:

- Solid practical and academic background related to design of GID learnings for a diverse team of development professionals in the specific and local development contexts of Nepal.
- At least 4 years of relevant professional experience in innovative training curriculum development and delivery.
- Solid understanding of the contemporary local context of Nepal's marginalized communities.
- Excellent analytical skills (quantitative and qualitative) and strong abilities to facilitate interactive learning using an array of methods focused on problems and solutions.
- Experience developing empathy skills of staff who feel challenged in championing GID.
- Excellent oral and writing skills in English and Nepali.
- A strong sensitivity and responsiveness to inclusion and equity with the ability to integrate this approach in highly interactive and multi – cultural learning.

- Experience in conducting workshops and coaching, ability to pass on knowledge in a participative and innovative manner.
- Good interpersonal, teamwork, and time management skills.
- Sound understanding of development programming approaches, specifically in regards to inclusion and equity.

## **6. DETAILED DELIVERABLES WITH TIMELINE:**

**The following are the expected deliverables from this assignment:**

**Deliverable 1:** Within three months of signing the contract the consultant will:

- assess GID learning needs of implementing partners staff with diverse identity, roles and hiring categories to feedback the design of GID learning series.
- review USAID's 2023 inclusion learning series curriculum and resource materials; develop several micro learning contents in an array of formats; use available GID data and evidence; and adapt the 2024 GID curriculum suited to the implementing partner and provincial/local context.
- design appropriate GID learning framework using a behavioral change approach.
- identify participants; set mutually agreed dates for the six training events.

**Deliverable 2:** At least four weeks before the actual start of the first round of training, the consultant will:

- submit a final detailed GID curriculum with participant tailored learning materials that are innovative, with diverse formats such as texts and audio visual, including micro learning content on diverse topics and questions related to GID; tools and resources that are locally relevant and USAID intervention sector driven.

**Deliverable 3:** Within three weeks of receiving approval for deliverable 2, the consultant will:

- deliver GID learning series to staff of USAID implementing partners - the first round of 3 separate three-day workshops in separate locations/provinces, two will be outside of Kathmandu and one in Kathmandu.
- capture/synthesize micro-learnings for GID learning and behavior change at the level of individual staff.

**Deliverable 4:** Within four weeks of completing the deliverable 3, the consultant will:

- deliver GID learning series to staff of USAID implementing partners - second round of 3 separate three-day workshops in separate locations/provinces, two will be outside of Kathmandu and one in Kathmandu.
- capture/synthesize micro-learnings and skills for GID application at the level of individual staff and the intervention (project/activity).

**Deliverable 5:** Five weeks before the end of the contract, the consultant will:

- submit final report including the series package and resources folder in electronic copy.

## 7. TIMELINE

The total duration of this assignment is twelve months, which is expected to start on, or about August 30, 2024.

## 8. BUDGET

The Offeror must submit a Cost Proposal with detailed cost breakdown in Nepali Rupees in MS Excel. This should include any relevant expenses involved in completing this assignment, including fees for resource persons/experts/facilitators, support and material costs, travel, and accommodation costs, etc. for the five deliverables. Group accident insurance is mandatory and must be provided by the Contractor. The maximum available budget for this SOW is NRS 56,70,000.

**Training venue:** Two events in Kathmandu and four events outside Kathmandu, to be mutually agreed with USAID.

**Venue Costs:** Training venue package (including projector, sound system and food) for the 6 events will be provided by USAID through a separate purchase order, to be managed by the USAID. These costs are not included in this contract.

**Participant travel and accommodation:** Participant travel and accommodation costs will be borne by USAID implementing partners and are not included in this contract.

## 9. EVALUATION CRITERIA

- USAID will evaluate the quality of the applicant's technical understanding and approach and the likelihood of achieving the objectives, and the scope of services and accomplishing the deliverables as specified in this SOW; the extent to which the approach contains GID transformative approaches for learning and application; and the extent to which the approach considers the local and diverse context and the intersectionality.
- Past performance (Relevance of previous experience)
- Expertise of Team Members
- USAID will evaluate the cost proposal against the proposed technical approaches, using quality of services, effectiveness, and cost efficiency measures to achieve the deliverables.

## 10. CONTRACT TYPE AND PAYMENT SCHEDULE

This is a fixed price contract awarded in Nepali Rupees with five scheduled payments. A firm-fixed price contract price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract. Payments for each deliverable will be issued after USAID/Nepal approves the services delivered with supporting materials.

The Contractor shall submit a request letter along with the "public Voucher SF-1034" to the Office of Financial Management (OFM), USAID/Nepal, for payment indicating the contract



number and description of service. Invoices may be submitted electronically to: [payments-kathmandu@usaid.gov](mailto:payments-kathmandu@usaid.gov). OFM, pursuant to FAR Clause 52.232.25 "Prompt Payment", will make payment close to 30 days in consideration of services rendered and as required by this order and accepted by the POC. Vouchers for payment will be submitted on the following schedule.

- 20% upon completion, submission, and acceptance of Deliverables 1.
- 20% upon completion, submission, and acceptance of Deliverables 2.
- 20% upon completion, submission, and acceptance of Deliverables 3.
- 20% upon completion, submission, and acceptance of Deliverables 4.
- Final 20% upon completion, submission, and acceptance of Deliverables 5.

## **11. REPORTING AND SUPERVISION**

The contractor will report to the Contracting Officer (CO) and/or the designee.

## **12. CONTRACTOR REGISTRATION**

All prospective U.S. Government contractors are required to obtain a Unique Entity (UEI) number and to complete the System for Award Management (SAM) registration before a contract may be awarded. To learn more and to begin the registration process, please visit the following websites:

SAM registration: <https://sam.gov/content/entity-registration>

Quotations may be submitted under this RFQ without a UEI number or SAM registration. However, the successful awardee will be required to obtain both and submit evidence of registration to USAID/Nepal before an award is made. The registration process may take many weeks to complete. Therefore, offerors are encouraged to obtain them early so that, if selected, the award will not be delayed.

Completion of an early registration does not constitute any commitment on the part of the U.S. Government to make an award.

As authorized under Section 7077 of Public Law 112-74, the Consolidated Appropriations Act, 2012 (P.L. 112-74), as amended by Section 7028 of the Consolidated Appropriation Act, 2014 (P.L. 113-76) "Local Competition Authority," USAID/Nepal limits this competition to local entities.

Local entity means an individual, a corporation, a nonprofit organization, or another body of persons that:

- 1) Is legally organized under the laws of Nepal.
- 2) Has as its principal place of business or operations in Nepal; and
- 3) Either is:
  - a. Majority owned by individuals who are citizens or lawful permanent residents of Nepal; or

- b. Managed by a governing body the majority of whom are citizens or lawful permanent residents of Nepal.  
“Majority owned” and “managed by” include, without limitation, beneficiary interests, and the power, either directly or indirectly, whether exercised, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means. Additionally, at least 50 percent of the cost of contract performance incurred for personnel must be expended for employees of the prime/local entity.

By submission of an offer and execution of a contract, applicants represent that they are local entities and agree to the limitation on subcontracting above. Applications from entities who do not meet this definition will not be included in the competition.

### 13. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals are due within three weeks from the date of the released solicitation. Interested offerors must submit the technical and financial proposal to [prlama@usaid.gov](mailto:prlama@usaid.gov).

#### **Technical Proposal:**

Technical Proposal must be in MS Word and the length must not exceed 10 pages. The proposal should include a summary of the expertise of key personnel to carry out this SOW. Additional information can be provided in annexes.

The technical proposal must include the following:

- A. Specific GID learning framework with detailed approaches and innovative tools for behavioral change. Summary of the key curriculum and technical expertise to undertake responsibilities proposed in the Statement of Work along with the proposed work plan.
- B. Brief summary of qualifications and experience of the proposed team members showing the last three years of performance in relevant themes of this SOW.

#### **Cost Proposal:**

The cost proposal must be separate from the Technical Proposal and must reflect realism, completeness, and reasonableness. Based on the Scope of Work, the Offeror must submit a proposed budget in Nepali rupees, along with cost breakdown, budget narrative explaining all proposed expenses and person-days. Group accident insurance is mandatory and must be procured by the Contractor and included in the cost proposal.