

Request for Proposals (RFP) – extension

Date: **February 18, 2019**

Subject: RfP for Consultancy Services to Support the Capacity Building in digital engagement of Local Public Authorities' representatives.

Dear Sir/Madam,

1. You are invited to submit a bid for the **“Consultancy Services to Support the Capacity Building in digital engagement of Local Public Authorities' representatives.”** as per enclosed Technical Specification (TS).
2. To enable you to submit a bid, attached are:
 - Technical Specifications (TS) (Annex I)
 - Bid Submission Form (Annex II)
 - Financial Bid (Annex III)
3. Your offer comprising a technical proposal and a financial proposal, marked with **“Consultancy Services to Support the Capacity Building in digital engagement of Local Public Authorities' representatives”** should be submitted via email no later than **March 12, 2019, 5:00 PM**, local time.

Scanned proposals should be submitted to the following address: tender.md@irex.org with subject line “Consultancy Services to Support the Capacity Building in digital engagement of Local Public Authorities' representatives”.

Only Companies are eligible to submit the offers.

4. The proposals should be written in English or Romanian.
5. All proposal prices indicated in the financial proposal should be appropriate, quoted in Moldovan Lei (MDL), **and should indicate VAT 0%**.
6. After the bid submission, the prices shall be fixed and not subject to revision. Bids submitted that are subject to price revision will be rejected.

This RfP does not obligate IREX Moldova to pay any costs incurred as a result of the preparation and submission of the proposals. Furthermore, IREX Moldova reserves the right to reject any and all offers if such action is deemed to be in the best interest of the organization.

IREX Moldova does not discriminate on the basis of race, colour, sex, national origin, religion, age, disability and genetic information.

A bidder included in the Specially Designated Nationals list, or debarred from federal procurement, or a similar list of the Government of the Republic of Moldova, or any other similar list, will be rejected.

If you have any questions regarding the Request for Proposal, please send an email to tender.md@irex.org.

Sincerely,

Christopher Kaczmariski
Chief of Party
Comunitatea Mea Program

Annex I Technical Specification

Date: February 18, 2019

Purpose: To develop the knowledge and skills of the representatives of the Local Public Authorities on using the tools for online engagement of the communities they govern.

1. Organizational setting and background

The assignment shall be performed under the overall guidance of the CM Chief of Party and direct supervision of the Community Engagement Specialist.

About IREX

IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting change globally. Details on www.irex.org.

Summary of the Comunitatea Mea Program

USAID's Comunitatea Mea (CM) is a five-year assistance program to help local government become more effective, transparent and accountable to citizens and to build local government's capacity to meet citizens' needs. Comunitatea Mea (My Community) is USAID's flagship local government program providing comprehensive assistance to communities, primarily targeting local governments, known as Local Public Administrations (LPAs). Civic groups and local businesses will also benefit as their ability to effectively advocate for their needs improves.

Under its Component **(1) Improved Quality and Access to Municipal Services**, Comunitatea Mea will support LPA elected officials and staff to establish meaningful engagement with their constituents to develop prioritized plans to improve services. CM will support improvements in provision of public services (such as water and sanitation, solid waste management, street lighting, green space management, transportation, etc.), along with e-services, administrative and social services. The CM Program under Component **(2) Citizens Meaningfully Engaged in Local Governance** will introduce both simple tools and innovations, will work with local partners to ensure that citizens are knowledgeable about democratic and transparent government processes that they are more engaged and active in local government affairs, and that marginalized and vulnerable groups play meaningful roles in local government decisions. The CM Program will also provide policy and legislative technical support under Component (3) on **Advancing Decentralization Reform**, strengthening role of local government associations in representing interests of LPAs, and will facilitate broad-based dialogue on decentralization reform. Under Component **(4)**, assistance to LPAs will focus on **increase of locally owned revenues and improved financial management**.

Scope of Work

Main objective of the assignment is to develop knowledge and skills of digital engagement of the local authorities that are partners of the CM, more specifically:

- Provide 10 one-day workshops on the digital engagement to representatives of the local authorities that are partners of CM;
- The workshops will cover without being limited to the following topics:
 - Basics of the digital engagement and social media marketing;
 - Ensuring transparency through online platforms and social media;

- Using polls and other feedback mechanisms and how to deal with negative comments;
- Using data and analytics for adjusting the digital engagement approach and targeting of the audience,
- Submit the reports on the conducted activities.

CM will:

- Provide the list of participants for each workshop;
- Provide the workshops' venues to be equipped with computers and broadband internet connection (mainly, public libraries);
- Transportation to the localities;
- Print out training materials for all participants.

Expected deliverables under the Contract*:

- 10 one-day workshops on the digital engagement of the representatives of local authorities that are partners of CM;
- Agenda for each one-day workshop on the digital engagement including, training materials, training methodology, evaluation form and participants' feedback;
- A set of recommendations on how to include appropriately the digital engagement dimension in the activities of the respective LPAs;
- Intermediate (in Romanian) and Final (in English) reports on the assignment, including participants' feedback and recommendations on how to conduct such activities in the future.

*All the deliverables should be developed, implemented, and delivered during the period of March 2019 – August 2019. The workshops will be conducted in Romanian or Russian languages, depending on the language spoken in the community the workshop to be delivered.

** The selected bidder will have to open a DUNS number on <http://fedgov.dnb.com/webform/displayHomePage.do>, within 2 weeks after the bids acceptance.

Deliverables (except the Final Report) will be submitted in Romanian (Russian language – where applicable). The final report will be submitted in English.

The workshops will be conducted for local authorities from the following localities, on their site:

Onișcani, r. Călărași	Slobozia Dușca, r. Criuleni	Ursoaia, r. Căușeni
Obreja Veche, r. Fălești	Gribova, r. Drochia	or. Ialoveni
Biliceni Vechi, r. Sîngerei	Valea Perjei, r. Taraclia	mun. Comrat
Ciorești, r. Nisporeni	Slobozia Mare, r. Cahul	mun. Strășeni
Tomai, UTA Găgăuzia	Borogani, r. Leova	mun. Cahul
Lozova, r. Strășeni	Talmază, r. Ștefan Vodă	mun. Ungheni
Costești, r. Ialoveni	Feștelita, r. Ștefan Vodă	

Deliverables schedule

#	Deliverables	Due date
1	Agenda and training materials for one-day workshop on digital engagement	2 weeks after signing of the contract

2	10 workshops on digital engagement	During 1-5 months after signing of the contract
3	Intermediate report (in Romanian)	After half of the conducted workshop
4	Final report (in English)	After the last conducted workshop

Bid Content

The bidder will present the following documents in the English language.

Companies should submit:

1. A company profile including portfolio and activity report with relevant examples of similar completed assignments performed during the last 2 years (up to 1 page) and at least 2 references;
2. List of team members involved in the above-mentioned assignments, including their roles and tasks. Trainers should have relevant experience (Education, Social Sciences, IT, Social Media Marketing or related field) and be Fluent (both oral and written) in Romanian and Russian. Experience in working with librarians will be considered an advantage;
3. Proposed methodology approach (up to 1 page);
4. Proposal Submission Form;
5. Financial Proposal.

BID EVALUATION METHODOLOGY AND CRITERIA

Area	Percentage weighting	Comments
Organizational Capacity	15	Activity report of company during the last 2 years; Portfolio with samples of relevant works, including training experience; At least 2 relevant references.
Key Staff	05	Experience (relevant methodologies and past projects) in similar projects. Similar activities of technical relevance.
Technical approach	30	Clarity and appropriateness of scope. Demonstrated understanding of project goals and component tasks without overly complicated or extensive scopes of work. Explanation of approach to methodology approach. Strong and clear methodological approach.
Cost	50	<ul style="list-style-type: none"> ▪ Reasonableness and appropriateness of cost; ▪ Clear alignment between level of effort, technical approach, and deliverables; ▪ Best quality and quantity to the best price.
Total	100	

Preliminary Examination:

a) Verification

The Bidders shall verify that the bids have all required documents, including (but not limited to):

- The validity of bid is for the period requested in Annex no. III. A bid with a shorter validity shall be rejected.

- All documents, including technical and financial documentation, requested in the clause 6, Bid content, have been submitted, are complete, and clear. If any of the documents named in the said clause is missing, the bid shall be rejected.

b) Eligibility

Bids shall be examined to verify whether the Bidder and all parties constituting the Bidder (partners in a Joint Venture and/or Sub-contractors) are eligible for Contract award.

If the Bidder or its Partner and/or Sub-Contractor Bidders have:

- nationality from a country with a sanction imposed by the United Nations Security Council; or
- been debarred or suspended from participation in procurements funded by the United States Federal Government or otherwise prohibited by applicable United States law or Executive Order or United States policies, including under any then existing anti-terrorist policies; or
- been barred from participation in procurements financed by the World Bank, Moldova Acquisition Agency, or any other International Organizations/Agencies.

Bids submitted by ineligible Bidders or proposing ineligible Sub-contractors will be rejected.

1.1 Technical Evaluation

The technical bid will be evaluated with maximum 50% of the obtainable 50 points assigned for technical bid.

A bid will be rejected at this stage, if it fails to achieve the minimum technical threshold of 20 points prior to any price bid being opened and compared.

- a) Organizational Capacity – 15 points;
- b) Key staff – 05 points;
- c) Technical approach – 30 points;

1.2 Financial Evaluation

As a result of the financial evaluation each bid will be given a score, with a maximum of 50points, to be considered in the combined evaluation of bids.

The total number of points for Financial Evaluation which a Bidder may obtain for its bid is as follows:

- (a) Reasonableness and appropriateness of cost - 10 points;
- (b) Clear alignment between level of effort, technical approach, and deliverables – 10 points;
- (c) The bid with the lowest evaluated price (F_{min}) will be given a financial score (S_F) of 30 points. The financial scores of the other bids will be computed using the following formula:

$$S_F = (F_{min}/F_i) \times 30$$

where F_{min} is the is the lowest evaluated bid price F_i is the evaluated price of the bid under consideration.**Annex II**

Annex III

FINANCIAL BID

The bidder is asked to prepare the financial Proposal and submit it along with technical Proposal.

The Financial Proposal must be submitted on a separate sheet.

All prices/rates quoted must be in MDL and include VAT 0%.

The financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The format presented below should be used in preparing the financial Proposal.

Financial proposal:

Request for Proposals for Consultancy Services to Support the Capacity Building in digital engagement of Local Public Authorities' representatives

#	Description of Activity/ Item	Specification	Number of units	Cost per unit, MDL	Total cost, MDL
1	Development of agenda/training materials for one-day workshop on digital engagement.	Agenda, Set of training materials	1		
2	One-day workshop on digital engagement (cost for one workshop), including preparation of the report on the event and participants' feedback.	Workshop	10		
3	Final report submission	Report	1		
	Total cost				

* - No lump sum will be accepted.

/signature/ and /stamp/ Date