



## Digital Frontiers

Request for Proposals (RFP)

No. 2021-08

Digital Agriculture Ecosystem Assessments

Issue Date: May 12, 2021

**WARNING:** Prospective Offerors who have received this document from a source other than the [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) email address, should immediately contact [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to contact [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation, questions and answers, or other communications will be issued from [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com)

**Table of Contents**

**1. Introduction and Purpose .....4**

    1.1 Purpose ..... 4

    1.2 Issuing Office ..... 4

    1.3 Type of Award Anticipated ..... 4

**2. General Instructions to Offerors.....4**

    2.1 General Instructions..... 4

    2.2 Proposal Cover Letter ..... 5

    2.3 Questions regarding the RFP ..... 5

**3. Instructions for the Preparation of Technical Proposals .....5**

    3.1 Services Specified..... 6

    3.2 Technical Evaluation Criteria ..... 6

**4. Instructions for the Preparation of Cost Proposals .....7**

    4.1 Cost Proposals..... 7

    4.2 Budget Narrative ..... 7

**5. Basis of Award.....7**

    5.1 Best Value Determination..... 7

    5.2 Responsibility Determination ..... 8

**6. Inspection & Acceptance.....8**

**7. Compliance with Terms and Conditions.....8**

    7.1 General Terms and Conditions..... 8

    7.2 Prohibited Technology ..... 8

    7.3 Source and Nationality..... 9

    7.4 US Government Registrations ..... 9

    7.5 Fly America Act..... 9

**8. Procurement Ethics .....10**

**9. Attachments.....11**

    9.1 Attachment A: Scope of Work for Services..... 11

    9.2 Attachment B: Proposal Cover Letter ..... 17

    9.3 Attachment C: Budget and Budget Narrative Template ..... 18

    9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS  
Number ..... 20

    9.5 Attachment E: Representations and Certifications of Compliance ..... 22

    9.6 Attachment F: Travel and International Air Transportation ..... 23

    9.7 Attachment G: Proposal Checklist ..... 25

**Synopsis of the RFP**

RFP No.	2021-08
Issue Date	May 12, 2021
Title	Digital Agriculture Ecosystem Assessments
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	May 19, 2021, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Proposals	May 31, 2021, 5pm EST, to DigitalFrontiers@dai.com
Point of Contact	<a href="mailto:DigitalFrontiers@dai.com">DigitalFrontiers@dai.com</a>
Anticipated Award Type	Time and Materials or Cost Reimbursable contract
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.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID-funded Digital Frontiers program, invites qualified offerors to submit proposals to provide technical assistance to The Bureau for Resilience and Food Security (RFS) in its ongoing support of several Missions through Digital Agriculture Ecosystem Assessments. Offerors will submit proposals to conduct a Digital Agriculture Ecosystem Assessment for up to six USAID Missions in their respective countries to better understand, work with, and support the country's respective digital agriculture ecosystem to meet their development objectives.

Offerors can apply for one, multiple, or all six requested Assessments. For **EACH** Assessment, DAI anticipates a budget range of \$40,000-\$52,500 with a level of effort of 70 -115 days. These ranges are an estimate and Offerors are encouraged to propose the most cost effective solution for SOW 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 [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) assumes complete responsibility if 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 Time and Materials or Cost Reimbursable contract. This contract type is subject to change during negotiations.

A Time and Materials Contract is: An award that allows the acquisition of supplies or services based on direct labor and materials at cost. It has two primary components: Labor (Time) and Non-labor (Materials).

A Cost Reimbursable Contract is: An award where the contractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the contract agreement.

## 2. General Instructions to Offerors

### 2.1 General Instructions

"Offeror", "Contractor", 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 contract 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 or liable for these costs.

Proposals are due no later than **May 31, 2021 at 5pm EST**, to be submitted via email to **[DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com)**. Please include the RFP number (**2021-08**) in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Technical

proposals are limited to **eight to twenty-three (8-23) pages (excluding supporting documents detailed below)**.

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.

## 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 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 **60 days** for the prices provided.
- Acknowledge the solicitation amendments received.
- Include which of the six Assessments Offeror is applying to.

## 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 email to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) by **May 19, 2021 at 5pm EST**. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers 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 via email 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 in a separate attachment from cost proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL". Technical proposals are limited to **eight to twenty-three (8-23) pages, excluding workplan, CVs of proposed personnel, past performance report examples and cover letter**. Page length of proposals will depend on how many of the six country assessments for which the offeror is applying.

This RFP is for the implementation of between one and six Digital Agriculture Ecosystem Assessments. Offerors may apply to implement only one Assessment, several Assessments, or all six Assessments. Proposals should make it very clear the Assessments for which the Offeror is applying.

Technical proposals shall be limited to a maximum of 23 pages and include the following contents (everything below falls within the 23-page maximum unless specifically stated otherwise):

### 1. Technical Approach and Implementation Plan

- Narrative summary of firm's implementation plan, demonstrating that the Offeror is qualified to implement the SOW and achieve the deliverables according to the timeline
  - Include country-specific plans for each country the firm is interested in conducting Assessments for (maximum two pages per country). Country-specific plans should include a country-specific COVID approach.
  - Workplan for overall implementation that includes specific activities for each country for which the Offeror is applying, as relevant (not counted in the proposal page limit).

**2. Past Performance**

- An overall past performance narrative summary of previous work of similar scope and size that also highlights country-specific experience(s) for the Assessment for which the Offeror is applying. Country-specific past performance narrative summaries should be a half-page to one page maximum per country assessment applying to.
- Past performance example(s) of reports of similar scope. Past performance report example(s) should be directly relevant. At least 1 but no more than 6 total example reports should be submitted. If an Offeror submits more than 6 reports, only the first 6 will be considered (not counted in the proposal page limit).

**3. Personnel Plan and Qualifications**

- Personnel Plan that includes titles and job responsibilities of proposed team, demonstrating ability to successfully achieve the SOW. Plan should include any overarching team members across the Assessments as well as specify per-country teams. Plan must also include proposed LOE per team member for each country assessment.
  - Offerors are required to include, at a minimum, one local team member for each different Assessment country for which the Offeror is applying. Local team member(s) should have a level of effort of at least 40% of the total proposed level of effort.
- CVs of proposed personnel that demonstrate relevant qualifications for the SOW (3 page limit max for each CV, but not counted in the total proposal page limit)

**3.1 Services Specified**

For this RFP, DAI is in need of the services described in Attachment A.

**3.2 Technical Evaluation Criteria**

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach and Implementation Plan	1. Implementation plan demonstrating Offeror is qualified to implement SOW and achieve deliverables according to the timeline 2. Country specific plan which includes a COVID approach for each country Offeror is applying to that demonstrates ability to implement SOW. 3. Workplan demonstrating ability to achieve SOW and deliverables by outlined timeline that encompasses each country Assessment for which the Offeror is applying.	40 points

Past Performance	<ol style="list-style-type: none"> <li>1. Past Performance narrative summary demonstrating firm capabilities successfully implementing projects of similar scope and size highlighting country-specific experience based on the country Assessment(s) Offeror proposes to implement.</li> <li>2. At least one directly relevant past performance report example demonstrating firm understands and can successfully undertake work of similar scope and size.</li> </ol>	30 points
Personnel Plan and Qualifications	<ol style="list-style-type: none"> <li>1. Personnel Plan demonstrating ability of proposed staff to successfully achieve the scope of work</li> <li>2. Personnel plan clearly outlines job titles and responsibilities and demonstrates how the team will work together to achieve the scope of work.</li> <li>3. CVs of proposed personnel that demonstrate relevant qualifications for the SOW</li> <li>4. Proposed assessment team per country includes a minimum of 1 locally based team member with 40% of the total proposed level of effort.</li> </ol>	30 points
<b>Total Points</b>		100 points

#### 4. Instructions for the Preparation of Cost Proposals

##### 4.1 Cost Proposals

Cost proposals shall be in a separate attachment from technical proposals and shall be clearly labeled as "VOLUME II: COST PROPOSAL".

Provided in Attachment C is a template for the cost proposal. Offerors shall complete the template including as much detailed information as possible. The Contractor 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.

##### 4.2 Budget Narrative

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the SOW in Attachment A. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

#### 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. 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 cost/price.

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. Evidence of a DUNS number, CAGE/NCAGE code, and SAM.gov registration (explained below and instructions contained in Attachment D).
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Offeror has 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.
4. Ability to comply with required or proposed delivery or performance schedules.
5. A satisfactory past performance record.
6. A satisfactory record of integrity and business ethics.
7. Offeror has the necessary organization, experience, accounting and operational controls and technical skills.
8. Is qualified and eligible to perform work under applicable laws and regulations.

## 6. 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 contractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Project Director as a result of such inspection.

## 7. Compliance with Terms and Conditions

### 7.1 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 F.

### 7.2 Prohibited Technology

Offerors **MUST NOT** provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with 2 CFR 200.216.



### 7.3 Source and Nationality

Under the authorized geographic code for its agreement DAI may only procure goods and services from the following countries. DAI has the option to seek a waiver to these requirements if selected Offeror is registered in a country outside of Geographic Code 937.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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](http://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.

### 7.4 US Government Registrations

There is a **mandatory** requirement for your organization to provide evidence of the following registrations to DAI prior to being awarded an agreement. Without registering in the required databases, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a contract or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a DUNS number, CAGE/NCAGE Code, and evidence of SAM.gov registration to DAI. Offerors who fail to provide these will not receive an award and DAI will select an alternate Offeror.

- Offerors need to obtain the following before award of an agreement:
  - DUNS Number
  - Registration with SAM
  - CAGE/NCAGE

For detailed information on registration in the above USG databases, see Attachment D - Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and DUNS Number

### 7.5 Fly America Act

The contractor must comply with Fly America Act restrictions for all international travel under this award. See Attachment G for the mandatory standard provision regarding international air travel.

## **8. 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 contractors/subgrantees/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 email to [FPI\\_hotline@dai.com](mailto: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 offeror, 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.

## 9. Attachments

### 9.1 Attachment A: Scope of Work for Services

# Digital Agriculture Ecosystem Assessments

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2022. DAI implements the Digital Frontiers project, which works closely with USAID's Technology Division in the Innovation, Technology, and Research Hub (ITR/T) at the Development, Democracy, and Innovation (DDI) Bureau, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

The Bureau for Resilience and Food Security (RFS) has previously supported several Missions through Digital Agriculture Ecosystem Assessments. RFS would like to continue this support and is focused on helping the following Missions assess the digital agriculture ecosystem in their respective countries. Additional background on each Mission and its interests in relation to this assessment can be found below. Final prioritization of key lines of inquiry will be finalized with each Mission as part of the project kick-off in coordination with the selected bidder(s).

- 1. Haiti** - the Mission has previously supported digital technology within its agriculture programming, although scale and sustainability has been a challenge, due in part to limited rural infrastructure and local stakeholder ownership, both public and private, of said technology solutions. Uptake of mobile phones has also been fairly stagnant in recent years, perhaps in part due to limitations to mobile penetration and device access in rural areas. The Ministry of Agriculture has no budget for operations of digital agriculture solutions, which makes partnering with the government on longer-term sustainability a challenge. The lack of sustainability has been a challenge for multiple donors, beyond just USAID. The Mission is particularly interested in understanding what types of digital technologies and interventions would be feasible to better reach smallholder farmers through its programs given the contextual constraints, particularly in relation to a forthcoming activity focused on market systems and resilience.
- 2. Honduras** - the Mission has supported several different pilots of digital technology within its programs, although not all of those products have taken off, including a market price information service with the Ministry of Agriculture and an effort to enable youth to become digitally enabled service providers to coffee cooperative members. USAID's Transforming Market Systems (TMS) project previously conducted a deep dive on ICT in 2019, which will provide some background from which to build from. However, the Mission would like to conduct a more rigorous feasibility and market analysis of some of the potential products they have identified so that they can make the business case for whatever product would be really helpful for the Mission. Weather-based insurance, pest diagnostic, agronomic advice, and crop monitoring tools to better understand how much of each crop (particularly vegetables) are planted, are all of interest to the Mission. There is also a sense that business-as-usual in agriculture is not attractive to youth, which is a driver of migration, so better understanding whether there are viable digitally-enabled employment pathways for youth would be helpful. These findings will help to inform the TMS project, which runs through 2025, as well as forthcoming projects.

3. **Malawi** - only ~1 in 10 Malawians are connected to the electrical grid, although the country is seeing more mobile penetration, driving mobile money and access to information. The Mission is interested in better understanding opportunities and challenges for digital agriculture in the Malawian context to inform both the Mission and its programs. In particular, the Mission is interested to learn more about digital literacy, digital readiness, and access trends, as they relate to agri-food system stakeholders. The Mission also seeks to align more of its work to the USAID Digital Strategy. Areas of opportunity to do so should be identified as part of this assessment, including those that address the needs of the youth and how they could be tailored to enhance youth agribusiness.
4. **Mali** - the Mission recently launched four new projects, which will run through 2026, in two zones (southern and central regions) with a focus on both demand and supply side dynamics of the local agri-food market systems. USAID has previously supported several digitally-enabled initiatives in Mali, including a phase 1 Development Innovation Ventures (DIV) grant to Northwest University and Cropin, a weather forecasting app that made information readily available to producers through the Mali Climate Change Adaptation Activity, and the Feed the Future (FtF) Innovation Lab for Small Scale Irrigation is in the process of testing solar pump systems , which may also include a PayGo option. The Mission is looking to broaden its knowledge of digital agriculture actors in Mali (including any involved in the use of satellite image analysis), and what the barriers are to uptake of digital agriculture services in the areas where USAID works. More specifically, the assessment would help in understanding how digital tools can be leveraged to increase agricultural productivity within the scope of the four new Global Food Security Strategy (GFSS) awards.
5. **Tajikistan** - the Government of Tajikistan is interested in digitizing the economy, and USAID would like to better understand the opportunities, barriers, and risks associated with digital in the agriculture sector to identify how we might contribute to those efforts. During the COVID-19 pandemic, rural farming communities containing some of the most vulnerable households were unreachable due to the lack of digital technology. The Mission is particularly interested in the potential to support digital technologies able to reach smallholder farmers through its programs, particularly in parallel with the new food security activity. Digital infrastructure, such as digital agriculture services, platforms, systems and applications, is one area that is of particular interest to the Mission, particularly given limited connectivity in regions bordering Afghanistan and Uzbekistan.
6. **Uganda** - the Mission is interested in an ecosystem review of digital opportunities in Uganda, including a stock taking of what others have done, the challenges faced by digital agriculture service providers, the incentives of using digital agriculture applications, and what has worked/not worked. This should include the agriculture sector, as well as a high-level scan of adjacent sectors where tech solutions may have relevance in agriculture. The Mission also wants to understand regulatory framework that supports investment in digital infrastructure and applications in the agriculture sector, where the opportunities are for them to make use of digital tech into existing and new programming, perhaps even digitally-focused programming, in ways that would be impactful and lasting. The Mission is also particularly interested in whether there is a role for them to support the growth of digital agriculture service providers, a list of proposed interventions that can address barriers to adoption of digital opportunities in the agricultural sector, and to better understand data protection in the context of agriculture, particularly in light of the Government of Uganda's recently introduced data protection policy.

*\*All Assessments conducted in 2021 will be virtual. Local travel and in-person interviews will be scheduled only if restrictions due to the COVID-19 coronavirus and/or the local security context allow. The support and tasks detailed below are based on this assumption.*

## OBJECTIVE

The objective of this activity is to carry out Digital Agriculture Ecosystem Assessments in support of up to six USAID Missions to better understand, work with, and support the country's respective digital agriculture ecosystem to meet their development objectives. The assessment recommendations will be used to help inform both current and future programming.

The following are key to the Assessments:

- A stakeholder mapping of the relevant actors within the Digital Agriculture Ecosystem within each country of focus, with a particular focus on local actors.
- Identification of key challenges and opportunities for more effectively leveraging digital technologies in the agriculture and aligned sectors among the different stakeholders within each country's ecosystem, consistent with each Mission's priorities.
- Identification of key challenges and opportunities specific to women (also considering age, ethnicity, socio-economic status and other intersecting disadvantage as relevant) in the agriculture and aligned sectors within each country's context and incorporation of a gender lens to the deliverables
- A local presence in the focus country by, at minimum, one Assessment team member with total local presence consisting of at least 40% of the total proposed level of effort.

## TASKS

An Assessment is approximately a 4-6 month engagement (dependent on country context, time zone, and travel considerations) and contains three phases: 1) desk research and planning, 2) interviews, and 3) analysis and report writing.

### ***1. TASK 1: Desk Research & Assessment Planning***

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The goal is to obtain baseline knowledge to enter the interview phase well-informed about the country context and what gaps need to be filled. During this phase interviewee identification and outreach is initiated. The following illustrative tasks may take place during this phase:

- Conduct an initial kick-off meeting with Mission staff to understand better the focus and outcomes they're seeking in addition to making relevant ecosystem connections. Confirming the plan across the teams including timing for milestone deadlines.
- Review of each focus Mission's Country Development Cooperation Strategy (CDCS, FTF Global Food Security Strategy GFSS Country Strategy), and current programs to identify USAID staff, USAID projects, and implementing partner staff that may have helpful insights and/or relationships with relevant ecosystem stakeholders.
- A survey of USAID, implementing partners, donors, and/or Government staff for further insights and information.
- Organizing logistics for the interview phase, and meeting arrangements or teleconference details, as relevant.
- A summary of information on internet usage, mobile network coverage, and digital financial services uptake throughout the country as relevant to the ecosystem.

- Review of prior assessments or reports related to digitalization of the agriculture ecosystems that have been conducted by the Government, consulting firms, donors, or USAID programs or partners.
- Identify any resources related to the digital divide (including gender digital divide) as relevant to USAID agricultural programming in each country.

Deliverables:

- Final workplan (GANTT chart)
- In-brief to the Mission teams (and others as requested) to share initial findings from background research, invite team members to participate in scheduled meetings, and to solicit final input and feedback on the assessment
- An initial ecosystem stakeholder mapping list
- A summary of other donor activities within the digital agriculture ecosystem
- Draft schedule for virtual/in person assessment interviews

## ***2. TASK 2: Virtual & In Person Assessments***

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Based on the desk research and available networks, identify and conduct outreach to key informants to schedule interviews. Based on stakeholder mapping and synthesis exercises identify knowledge gaps and target interviewee outreach. Specific tasks may include:

- Identifying, organizing, and scheduling initial interviews with key informants including stakeholders from the country government, regulators, other donors, implementing partners/other international development organizations, private sector, civil society, and academia, with a lens toward diversity among stakeholders.
- Collect and manage detailed contact information for key informants.
- Leading the interviews.
- Inviting Mission staff to participate in interviews, as interested and available.

Deliverables

- Mid-way synthesis session for information gap identification and targeting of additional key informants, including USAID Mission staff if interested and available.
- Interview notes

## ***3. TASK 3: Analysis, Assessment Reports & Presentations***

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The last phase includes writing a report that brings together the desk research, findings from the interviews, and specific actionable recommendations for how the Mission(s) can integrate digital into their programming and processes to meet their development objectives. Specific tasks include:

- Facilitating a post-interview synthesis session to identify key themes and potential recommendations.
- Communicating with the USAID Mission throughout the drafting phase to ensure findings and, in particular, recommendations align with Mission priorities, capacity, and plans.
- Coordinating with the Digital Frontiers Team throughout the report writing process for clearances and finalizing both the internal and external reports for publishing.
- Engaging a copy editor and graphic designer for basic report/presentation formatting.
- Coordinating with the USAID to schedule a presentation, as relevant.

Deliverables

- Draft version of the report in Google Docs
- Two versions of the report may be published based on Mission preference: internal USAID (as Google Doc), and external (as PDF).
- Final ecosystem stakeholder mapping list, interviewee contact list, and final interview schedule (may be included as an Annexes to the report)
- Summary presentation deck in Google Slides with key findings from the assessment per the Mission's requirements.

## PROGRAM TASK MILESTONES

TASK MILESTONES	TIMING
Desk Research and Planning	4-5 weeks
Key Informant Interviews	3-5 weeks
Analysis and Writing Draft Report	3-4 weeks
Final Report, Presentation and Clearance	4-5 weeks

### *Detailed Program Milestones*

The below timelines are illustrative and will be finalized in consultation with each USAID Mission

Deliverable	Estimated Due Date
Project In-Brief	Week 1
Final work plan (GANTT chart)	Week 2
<b>Phase 1: Desk Research and Planning</b>	
Initial ecosystem stakeholder mapping list	Week 4-5
A summary of other donor activities within the digital agriculture ecosystem	Week 4-5
Draft schedule for virtual/in person assessment interviews	Week 4-5
<b>Phase 2: Interviews</b>	
Mid-way synthesis session for information gap identification and targeting of additional key informants, including USAID Mission staff if interested and available.	Week 5-7
Conduct interviews	Week 7-10
<b>Phase 3: Analysis and Report Writing</b>	
Draft report	Week 10-14
Final ecosystem stakeholder mapping list, interviewee contact list, and final interview schedule (may be included as an Annexes to the report)	Week 14-19
Final designed internal report	Week 14-19
Final designed external report	Week 14-19
Summary presentation deck with key findings from the assessment	Week 14-19

## TIMEFRAME AND LOE

The estimated timeline for one Digital Agriculture Ecosystem Assessment is 4-6 months beginning in July 2021. The timeline for implementing more than one Assessment at a time will vary. Final timelines will be determined at the time of award.

**REPORTING**

The implementer will report to Digital Frontiers Senior Program Manager, Alana McGinty. The implementer will also be collaborating closely with DAI's Araba Sapara-Grant and representatives from RFS and USAID Missions.



9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.  
DAI Global, LLC

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 60 days for the prices provided in the attached Cost Proposal. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. We are applying to the following country assessment(s):

*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.

Email: Click here to enter text.

### 9.3 Attachment C: Budget and Budget Narrative Template

	Name	Rate	LOE/Units	Unit Type	Cost
<b>I. Salaries and Wages</b>					
<i>Expatriates</i>					
Person 1	TBD	\$0.00	0		\$0
Person 2	TBD	\$0.00	0		\$0
<i>Local Staff (if relevant)</i>					
Person 3	TBD	\$0.00	0		\$0
<b>Total Salaries and Wages</b>			<b>0</b>		<b>\$0</b>
<b>II. Indirect Costs on Labor</b>					
Fringe (full-time employees)					\$0
Overhead on Labor					\$0
<b>Total Indirect Costs on Labor</b>					<b>\$0</b>
<b>III. Other Direct Costs</b>					
<i>1. Project Management Expenses</i>					
Communications		\$0.00	0		\$0
Other (DESCRIBE)		\$0.00	0		\$0
<b>Total Other Direct Costs</b>					<b>\$0</b>
<b>Total Program Expenses</b>					<b>\$0</b>
<b>Indirect Costs on All Costs</b>			<b>0</b>		<b>\$0</b>
<b>Grand Total</b>					<b>\$0</b>

#### **Budget Narrative Template**

The following narrative follows the format of the budget. *Firm Name* has priced its proposal on a: (specify) Cost-Plus-Fixed Fee (CPFF) or Time and Materials (T&M) basis.

#### **Salaries and Wages**

[For our labor cost estimates, we have used the daily rates for U.S. expatriate (Expat) professionals and Cooperating Country National (CCN) personnel, as supported by actual salaries and/or prevailing labor rates.]

**Expats (U.S. Nationals)**

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

**Cooperating Country Nationals (Local Professionals)**

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

**Other Direct Costs**

[This category includes basic support costs for the project such as XXXX. Included within this cost category are all costs necessary for the successful operation of this activity.]

**Indirect Costs on All Costs**

[All indirect costs must be in accordance with the Firm's policies.]

## 9.4 Attachment D: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number

### Background:

#### Summary of Current U.S. Government Requirements

There are mandatory requirements for Contractors to obtain the following items/registration before a contract of any kind can be awarded. Without registering in the required databases, DAI cannot deem an Offeror to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of an IQC or Task Order contract resulting from this RFP is contingent upon the winner providing a DUNS number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate Offeror.

#### CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a DUNS number before registering in SAM.

- Link to the CAGE/NCAGE Code request:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Link to CAGE/NCAGE code request instructions:  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

#### System for Award Management (SAM) Registration

You must have an active registration with [www.SAM.gov](http://www.SAM.gov) to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- U.S. Registrants:
  - 1) Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
  - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
  - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- International Registrants:
  - 1) Your NATO Commercial and Government Entity (NCAGE) Code
  - 2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match

Follow this link to create a SAM.gov user account and register your organization:  
[https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs\\_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmllczo5ZTNkNDA3MS1YzZiLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18\\*&portal:componentId=1fccbe43-ae5a-4f24-ae71-](https://www.sam.gov/portal/SAM/?navigationalstate=JBPNs_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmllczo5ZTNkNDA3MS1YzZiLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-)

[312126928af8&interactionstate=JBPNS\\_r00ABXcwABBFanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11](http://312126928af8&interactionstate=JBPNS_r00ABXcwABBFanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRI9f&portal:type=action##11)

### **Data Universal Numbering System (DUNS)**

The Data Universal Numbering System 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.

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 emails 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.

## 9.5 Attachment E: 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. 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.
12. 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.

## 9.6 Attachment F: Travel and International Air Transportation

### TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

#### a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

#### b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or

c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,

b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or

c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

### **c. DEFINITIONS**

The terms used in this provision have the following meanings:

(1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.

(2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.

(3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

(4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.



## 9.7 Attachment G: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

- Submitted your proposal to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com) as specified in General Instructions above?
- Submitted Separate Technical and Cost proposal email attachments?

Does your proposal include the following?

- Signed Cover Letter, including to which country assessments the Offeror is applying (*use template in Attachment B*)
- Technical Approach and Implementation Plan, Past Performance, and Personnel Plan, including specifics per country applying to (not exceeding 23 pages)
- Workplan
- Relevant past performance report example(s)
- CVs of proposed personnel, not exceeding 3 pages each
- Cost Proposal including budget and budget narrative (*use templates in Attachment C*)