Innovations for Poverty Action

Request for Proposals (RFP)

No. FIP001

Research Firm: Women-owned SMEs quantitative survey and qualitative research in Indonesia

Issue Date: September 14, 2020

WARNING: Prospective Offerors who have received this document from a source other than from Innovations for Poverty Action (IPA), should immediately contact (financialinclusion@poverty-action.org) and provide their name and mailing address so that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted on Innovation for Poverty Action’s website (www.poverty-action.org)
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 ............................................................. 4
   2.3 Questions regarding the RFP .................................................... 5

3. Instructions for the Preparation of Technical Proposals ...................... 5
   3.1 Services Specified ................................................................... 5

4. Instructions for the Preparation of Cost/Price Proposals ..................... 5
   4.1 Cost/Price Proposals .............................................................. 5

5. Basis of Award .............................................................................. 6
   5.1 Evaluation Criteria ................................................................. 6
   5.2 Best Value Determination ....................................................... 6
   5.3 Responsibility Determination .................................................. 6

6. Anticipated post-award Deliverables ............................................... 7

7. Inspection & Acceptance .................................................................. 7

8. Compliance with Terms and Conditions ......................................... 7
   8.1 General Terms and Conditions ................................................. 7

9. Procurement Ethics ........................................................................ 7

10. Attachments .................................................................................. 9
    10.1 Scope of Work for Services or Technical Specifications .......... 9
    10.2 Proposal Cover Letter Template ............................................. 14
    10.3 Price Schedule Template ....................................................... 15
    10.4 Past Performance Form ......................................................... 16
    10.5 Terms and Conditions .......................................................... 17
## Synopsis of the RFP

<table>
<thead>
<tr>
<th>RFP No.</th>
<th>FIP001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>September 14, 2020</td>
</tr>
<tr>
<td>Title</td>
<td>Research Firm: Women-owned SMEs quantitative survey and qualitative research</td>
</tr>
</tbody>
</table>
| Issuing Office & Email/Physical Address for Submission of Proposals | 1440 G St. NW  
Washington, DC 20005  
financialinclusion@poverty-action.org  
Please include “RFP – FI Indonesia research” in the subject line. |
| Deadline for Receipt of Questions | September 25, 2020 by 5pm EST |
| Point of Contact for Questions | financialinclusion@poverty-action.org |
| Deadline for Receipt of Proposals | October 12, 2020 at 5pm EST |
| Anticipated Award Type | Firm Fixed Price Subcontract. |
| Basis for Award | The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors. |
1. Introduction and Purpose

1.1 Purpose
IPA (USA) invites experienced research firms to submit proposals to deliver various research deliverables, including in-person stakeholder interviews, provide in-person support for a virtual human-centered design workshop, a quantitative survey, and to conduct supplemental qualitative research among women-owned MSMEs in Indonesia.

1.2 Issuing Office
The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated
IPA anticipates awarding a Firm Fixed Price Subcontract. This award type is subject to change during the course of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

This subcontract is conditional on an anticipated extension on the prime award from the prime sponsor.

2. General Instructions to Offerors

2.1 General Instructions
"Offeror", “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible or liable for these costs.

Proposals are due no later than October 12, 2020 5pm EST to be submitted to financialinclusion@poverty-action.org. Late offers will be rejected except under extraordinary circumstances at IPA’s discretion.

The submission of a proposal to IPA 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. IPA 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 and company stamp/seal using the Proposal Cover Letter attachment to the RFP as a template for the format. The cover letter shall include the following items:
• The Offeror will certify a validity period of (90) days for the prices provided.
• Acknowledge the solicitation amendments received.

2.3 Questions Regarding the RFP
Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA USA 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 on IPA’s website and in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals
Technical proposals shall include the following contents:

1. Technical Approach— Description of the proposed services which meet or exceed the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach— Description of the Offeror’s staff assigned to the activity. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance—Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.
4. References—Provide three references from organizations with past work.

3.1 Services Specified
For this RFP, IPA is in need of the services described in Attachment: Scope of Work.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals
Provided in Attachment: Price Schedule, is a template for the Price Schedule for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget (including sub-categories by key activities (training, piloting, listing, quantitative and qualitative survey, etc.).

Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.
5. Basis of Award

5.1 Evaluation Criteria
Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Evaluation Sub-criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Approach</td>
<td>Stakeholder interviews, support for a human-centered design workshop, quantitative survey and qualitative research</td>
<td>30 points</td>
</tr>
<tr>
<td>Contingency research plans</td>
<td>Organization’s experience and plans for shifting research to alternative data collection techniques during COVID-19</td>
<td>20 points</td>
</tr>
<tr>
<td>Management Approach or Personnel Qualifications</td>
<td>Team structure and organization of work: describe the proposed team and how they will be organized</td>
<td>10 points</td>
</tr>
<tr>
<td>Corporate Capabilities or Past Performance</td>
<td>Organization’s capacity to conduct all of the specific activities described.</td>
<td>10 points</td>
</tr>
<tr>
<td>Cost</td>
<td>Provide details by sub-category of activities (training, piloting, etc.)</td>
<td>30 points</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

5.2 Best Value Determination
IPA 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 IPA. IPA 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.

IPA may award to an Offeror without discussions. Therefore, the initial offer must contain the Offeror’s best price and technical terms.

5.3 Responsibility Determination
IPA 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. Provide evidence of the required business licenses to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from IPA.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary production, construction and technical equipment and facilities if applicable.
9. Be qualified and eligible to perform work under applicable laws and regulations.
6. Anticipated post-award deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work Plan</td>
<td>Within 10 business days of award</td>
</tr>
<tr>
<td>2</td>
<td>Contingency research plan to ensure smooth running of the study in the event of non-in-person research.</td>
<td>Within 10 business days of award</td>
</tr>
<tr>
<td>3</td>
<td>Complete interviews of stakeholders in women’s MSME and financial inclusion sectors and analysis of findings</td>
<td>Early-December 2020</td>
</tr>
<tr>
<td>4</td>
<td>Facilitate logistics and attend HCD workshop to partner with local financial service providers</td>
<td>Jan 2021</td>
</tr>
<tr>
<td>45</td>
<td>Qualitative research: Raw interview transcripts and final report</td>
<td>February 2021</td>
</tr>
<tr>
<td>6</td>
<td>Quantitative survey: Intermediate dataset with 50% sample</td>
<td>March 2021</td>
</tr>
<tr>
<td>7</td>
<td>Quantitative survey: Final full dataset with individual IDs</td>
<td>April 2021</td>
</tr>
<tr>
<td>8</td>
<td>Facilitate logistics and attend HCD workshops with local financial service providers to co-create pilot project</td>
<td>May 2021</td>
</tr>
<tr>
<td>9</td>
<td>Final Report</td>
<td>May 2021</td>
</tr>
</tbody>
</table>

7. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Financial Inclusion Program Associate Director as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in Attachment: Terms and Conditions.

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and
corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA 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.

By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.
10. Attachments

10.1 Scope of Work for Services or Technical Specifications

ABOUT INNOVATIONS FOR POVERTY ACTION
Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world’s poor. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 575 leading academics to conduct over 650 evaluations in 51 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

ABOUT THE PROJECT
Innovations for Poverty Action is conducting work in Indonesia, with the support of the Millennium Challenge Corporation (MCC), to understand the financial lives, needs and behaviors of women-owned growth-oriented SMEs. IPA will work to improve access to finance for women-owned growth-oriented businesses (both formal and informal) and to increase knowledge about intra-household bargaining power as it relates to women’s control over work and business investment decisions. IPA will conduct a diagnostic of barriers and constraints to financial inclusion and household bargaining power faced by women, particularly women-owned businesses, in up to three provinces in Indonesia (North Sulawesai, South Sumatra and Riau), to be determined by IPA during research design and budgeting process.

The goals of the work will be to help financial services providers increase women’s access to and use of quality financial credit products and services. Under this initiative, Innovations for Poverty Action will conduct a quantitative survey along with select qualitative research and is seeking a research firm that can implement this activity.

OBJECTIVES AND RESPONSIBILITIES
The objective of the consultancy is to complete a stakeholder mapping of MSME actors in Indonesia, qualitative research directly with SMEs, and a quantitative survey. As part of the proposal, please include two proposals and corresponding budgets: 1) For in-person interviews, quantitative and qualitative research; and 2) A contingency plan in the event any in-person field work (quantitative surveys or qualitative data) is unable to take place or could be severely delayed. This plan should outline a set of precautions and measures to anticipate possible problems that could impact the enumerators, the interviewees and any other community members or organizational staff. IPA will provide a set of guidelines used for IPA field staff for compliance in the field. Please address both concerns: 1) The various risks that staff and interviewees may face during the course of engagement and propose mitigation measures associated with each risk (including alternative research methods such as phone surveys, messaging surveys, etc.) and 2) General precautionary measures that have been established to ensure that the mission runs smoothly and adheres to local and national authorities.

Stakeholder Interviews
• Map a list of relevant stakeholders in women’s MSME and financial inclusion sectors including government actors, subject matter experts, FSPs (state and private banks, Fintechs, Microfinance organizations, or others), NGOs and academics; develop interview list and guides.
• Translate guides into local language(s), if needed
• Complete interview mapping and analysis of findings;
• Transcribe all interviews into written English and provide full transcripts of guides
• Findings from interviews will be used to inform qualitative research sampling method and size.

Qualitative Research:
Conduct qualitative research in the form of up to 30 individual semi-structured interviews to both men and women:

Interview Guides:
• Provide input on the interview guide developed by Innovations for Poverty Action
• Translate guides into local language(s)
• Pilot questions in the interview guide
• Record any modifications made to the guide
• Share results from the pilot with Innovations for Poverty Action.

Participant Recruitment:
• Successfully recruit participants for interviews. Arrange for a convenient time and location with the participant to participate in the research and follow up with this person to ensure availability. Final number of participants and method of participant selection will be determined at time of qualitative research and may be informed by quantitative surveys or other inputs. Segments may include, but are not limited to, men and women-owned, growth-oriented SMEs.

Logistics:
Additionally, the firm will be responsible for all logistics related to the interviews (securing space, refreshments, recruitment of participants, and provision of participant compensation/incentives). This may include the following activities:
• Venues: Identify and secure research venues for sessions. Venues should be neutral, quiet locations that offer privacy, are easily accessible by participants, and acceptable for cultural norms for women; Two-way mirrors are not required; Videotaping of sessions will not be required.
• Refreshments: Arrange for light refreshments (snack and drink) and financial compensation (travel reimbursement) for all participants;

Facilitation / Transcription / Coding:
• Conduct interviews with women and men, using a semi-structured or structured discussion guide. Innovations for Poverty Action will develop the guides with input from the research firm.
• Audio record each interview and share English transcripts with Innovations for Poverty Action. Transcripts should be shared within 48 hours of the completion of each research day to ensure that the content is aligned with the expectations of the Innovations for Poverty Action research team.
• A logistics point person must be present at interview sites to ensure logistics of participant arrival and criteria confirmation, as well as facilitate logistics of research venue, refreshments and financial compensation.
• Provide all raw notes from the interviews, including any audio recordings.
• Participate in regular discussions with the Innovations for Poverty Action team to discuss emerging themes and reflect on the research approach.

Analysis:
• Analyze session transcripts through inductive themes analysis, in partnership with the Innovations for Poverty Action team. The research firm will lead the analytic coding and synthesis of findings with input from Innovations for Poverty Action;
• Develop PowerPoint deck detailing key themes and findings, including breakdown by any relevant segments and geographies. Provide in-depth analytic content from the analysis.
• Interpretation: Identify and hire one or two interpreters for simultaneous translation to participate in all research sessions attended by the Innovations for Poverty team;

Quantitative Survey
The responsibilities of the firm include (but are not limited to):

• Provide input on the questionnaire developed by Innovations for Poverty Action
• Translate questionnaire into local language(s)
• Provide plan for obtaining permission for data collection, including obtaining all necessary local government permission for the project, including local IRB requirements, if relevant.
• Program the quantitative interview guides into software (e.g., Survey CTO) to administer computer-assisted personal interviews
• Pilot and test the survey (sampling size of approximately 10% of the full sample, criteria to be determined at time of survey)
• Record any modifications made to the survey
• Share pilot results with Innovations for Poverty Action in the form of a detailed written report in a Word document of approximate 3-5 pages, as well as raw survey data.
• Update survey based on findings from the pilot prior to going to the field
• Train and supervise quantitative enumerators, approximately 3-5 days (including pilot)
• Ensure deep understanding of the objectives of the research and meaning of the research questions.
• Innovations for Poverty action research team (and/or partners) may participate in some aspect of the research during the duration of the study including the training and the field activities, in consultation with the research company and following travel restrictions.
• Supervise enumerators and conduct regular quality checks, providing written reports to Innovation for Poverty Action. Please detail proposed quality check methods during length of survey.
• Provide research plan that describes the training, research team composition and structure, number of interviews to be conducted per day, strategy to ensure data quality
• Participate in regular progress updates with Innovation for Poverty Action team (frequency and channel of communication to be determined)

Recruit all Research Respondents
• Propose inputs for the sampling methodology. Target population may include, but are not limited to, a survey of approximately 1-2 hours in length of approximately 500 women-owned, growth-oriented SMEs in up to 3 provinces in Indonesia (North Sulawesi, South Sumatra and Riau)
• Outline a targeting plan for this particular demographic (using a proprietary internal database, census data, bank data or other directories to identify such businesses)

• Provide feedback on screening/eligibility criteria developed by Innovations for Poverty Action for the given study

• Recruit respondents according to study eligibility criteria

• Assign a unique ID (not national ID, cellphone number etc. This ID should be unique to each respondent; however, do not make a third party capable to identify the participant). We may need to contact clients to conduct follow-up qualitative research, so research firm should maintain ability to contact respondent.

• Provide appropriate survey participant compensation/incentives (as determined by project budget)

Data Sharing

• Specify plan to ensure data security (e.g. server, protection to PII, data transfer from devices and virtually), including compliance with the GoI regulation and IPA's data security protocol.

• On a regular basis, provide de-identified raw data to Innovations for Poverty Action to review. This data set should be clear, clean, and well structured, preferably in STATA. This includes creating a coherent system for naming and labeling variables in English.

• If any code or acronym is used, those codes and acronyms need to be shared with Innovations for Poverty Action, as part of a full data dictionary.

• Provide final survey tool in both English and local language.

• Datasets, coding scheme and any data files associated with the survey based on the format that Innovations for Poverty Action has requested. All variables and answers need to be translated into English.

Quantitative Implementation Report

• Provide an implementation report describing fully the methodology and sampling strategy used, response rates, respondent compensation, and any challenges (and changes) encountered during fieldwork.

• Report should include descriptive statistics, summary of key findings, and data visualization. An outline of the report should be submitted and approved by IPA, followed by full and complete report of approximately 10-15 pages in a Word document.

Support Virtual Human-Centered Designs Workshop

• Provision of logistical support in Human Centered design workshops

• Virtual meetings with IPA to fully understand the workshop design processes, inputs, target audience and expected outcomes

• Meetings with at least two leading financial services providers to kick-start the process; the meetings are aimed at establishing common understanding of what the study requires

• Acquisition of workshop venue and provision of all logistical requirements during the workshop

• Write-up main findings and report next steps
DURATION OF CONSULTANCY
The selected consultant will hire for one research engagement. The project is estimated to start in October 2020 and be completed by May 2021.

LOCATION OF WORK
In three provinces in Indonesia (North Sulawesi, South Sumatra and Riau)

PREFERRED QUALIFICATIONS
- Experience conducting research regarding financial services;
- Deep understanding of issues around women’s financial inclusion as well as broader issues that women-owned SMEs specifically face;
- Experience conducting quantitative surveys with low-income women;
- Experience conducting qualitative research in the form of interviews with low-income women;
- Proactive project management skills with strong attention to detail;
- Experience working in tight timelines and rigorous schedule of data collection;
- Experience working in a multilateral and cross-time-zone team to meet deliverables;
- Commitment to delivering excellent quality results that can have a meaningful impact for women; and
- Fluency in English required.
- Availability to attend weekly meetings with Innovations for Poverty Action. Meeting hours need to be flexible sometime between 8 - 5pm EST
10.2 Proposal Cover Letter Template

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Innovations for Poverty Action

We, the undersigned, provide the attached proposal in accordance with RFP-(insert number), issued on (Insert date). Our attached proposal is for the total price of (Sum in Words).

I certify a validity period of (enter number) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA 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.

Company Seal/Stamp:
10.3 Price Schedule Template

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Name</th>
<th>Description/Specifications</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>VAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL IN** (currency).

**Delivery Period:**
10.4 Past Performance Form
Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.
Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

<table>
<thead>
<tr>
<th>#</th>
<th>Description of Activities</th>
<th>Location Province/District</th>
<th>Client Name/Tel No/ Email address</th>
<th>Cost</th>
<th>Start-End Dates</th>
<th>Completed on schedule (Yes/No)</th>
<th>Completion Letter Received? (Yes/No)</th>
<th>Type of Agreement (fixed price, cost reimbursable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10.5 Terms and Conditions

a) The Request for Proposal is not and shall not be considered an offer by IPA.
b) All responses must be received on or before the date and time indicated on the RFP.
c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
f) IPA reserves the right to accept all or part of the proposal when award is provided.
g) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
h) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
i) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.