



February 10, 2019

Request for Proposals (RFP) # CBA-2019-005
“Third Party Data Verification of EMIS School Data”

Dear Sir or Madam,

Chemonics Afghanistan Limited Management and Implementation Services (hereinafter referred to as “Chemonics”), under the Capacity Building Activity (CBA), USAID Contract No. AID-306-C-17-00005, is issuing a Request for Proposals (RFP) for “Third Party Data Verification of EMIS School Data”. The attached RFP contains all the necessary information for interested Offerors.

USAID’s Capacity Building Activity (CBA) supports the Afghan Ministry of Education (MOE) to achieve the goals of its 2017-2021 third National Education Strategic Plan (NESP III) by helping build its capacity to deliver higher quality education services to the Afghan people. CBA’s primary objectives are: 1.) Improve MOE systems and procedures that lead to better provision of education services, 2.) Increase transparency and accountability of national and subnational MOE systems.

Companies or organizations should submit a complete package of the proposal documents listed below, at grants@cba-af.com, by 4 p.m. on March 10, 2019. The following documents are essential parts of the proposal submission package:

1. Cover Letter
2. Technical Proposal
3. Cost Proposal
4. Required Certifications
5. Implementation Timeline
6. Chemonics Business Conduct Expectations
7. DUNS and SAM Registration Guidance
8. Company or organization Registration License with the Afghan government
9. Company or organization Tax Identification Number

Chemonics realizes that Offerors may have additional questions after reading the RFP. Interested Offerors can submit their questions at grants@cba-af.com according to the instructions in 1.8 of the RFP. If necessary, Chemonics will provide answers to all relevant questions received in an attachment that will be emailed directly to all interested offerors and will be posted to (www.acbar.org) where this RFP is announced.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,
John Palmucci,
Chief of Party,
Capacity Building Activity (CBA)
Jpalmucci@cba-af.com

Request for Proposals

RFP # CBA-2019-005

For the provision of

“Third Party Data Verification of EMIS School Data”

Contracting Entity:

Chemonics Afghanistan Limited Management and Implementation Services

Funded by:

United States Agency for International Development (USAID)

Funded under:

Afghanistan Capacity Building Activity (CBA)

Prime Contract Number AID-306-C-17-00005

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at:

<http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project (CBA), the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Mr. John Palmucci, Chief of Party; Capacity Building Activity (CBA); at jpalmucci@cba-af.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

RFP Table of Contents

List of Acronyms

Section I Instructions to Offerors

- I.1 Introduction
- I.2 Offer Deadline
- I.3 Submission of Offers
- I.4 Requirements
- I.5 Source of Funding and Geographic Code
- I.6 Chronological List of Proposal Events
- I.7 Validity Period
- I.8 Evaluation and Basis for Award
- I.9 Negotiations
- I.10 Terms of Subcontract
- I.11 Privity

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverables
- II.4. Deliverables Schedule
- II.5. RFP Annexes
- Annex 1 Cover Letter Template
- Annex 2 Technical Proposal Template
- Annex 3 Cost Proposal (Budget) Template
- Annex 4 Required Certifications
- Annex 5 Implementation Timeline
- Annex 6 Chemonics Business Conduct Expectations
- Annex 7 DUNS and SAM Registration Guidance
- Annex 8 Guide to Creating Financial Proposal and Sample Budget

List of Acronyms

ASC	Annual School Census
CBA	Capacity Building Activity
COP	Chief of Party
CV	Curriculum Vitae
DED	District Education Department
DUNS	Data Universal Numbering System
GIS	Geographical Information System
EFA	Education For All
EMIS	Education Management Information System
FAR	Federal Acquisition Regulations
NESP	National Education Strategic Plan
MDGs	Millennium Development Goals
M&E	Monitoring and Evaluation
MoE	Ministry of Education
PED	Provincial Education Department
RFP	Request for Proposals
SDD	Software Design Document
SRS	Software Requirement Specifications
SOW	Scope Of Work
SAM	System for Award Management
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Afghanistan	USAID Mission in Afghanistan
USG	U.S. Government

Section I. Instructions to Offerors**I.1. Introduction**

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Capacity Building Activity (CBA), under contract number AID-306-C-17-00005 is soliciting offers from companies and organizations to submit proposals to participate with CBA to carry out a Third Party Data Verification of EMIS School Data.

CBA is a five-year activity funded by USAID and implemented by Chemonics International. CBA supports the Afghan Ministry of Education (MoE) to achieve the goals of its 2017-2021 third National Education Strategic Plan (NESP III) by building its capacity to deliver higher quality education services to the Afghan people. The CBA project has two key objectives:

1. Improve MoE systems and procedures that lead to better provision of education services; through an improved EMIS system, improved teacher recruitment, and an improved payroll system.
2. Greater transparency and accountability of national and subnational MoE systems through the use of regular, effective audit systems, strengthened resource planning, allocation, and execution in the education sector, and increased community and civil society oversight and accountability at national and subnational levels.

CBA aims to strengthen the Ministry's policies, procedures, and personnel capacity by specifically focusing on the following areas:

1. Education Management Information System (EMIS)
2. Teacher Recruitment System
3. Payroll System
4. Internal Audit System
5. Resource Planning, Allocation and Execution
6. Civil Society Oversight over the activities of MoE

The purpose of the assignment is to verify EMIS data at the school level to obtain evidence of reliability and accuracy of the data that was collected through Annual School Census (ASC). The scope of the verification work will be for 1398 (2019) school year in the five CBA target provinces (Badghis, Balkh, Bamiyan, Kandahar, and Paktia). This assignment will contribute to the achievement of CBA objective # 2 (Greater transparency and accountability of national and subnational MoE systems).

Chemonics will issue an award to one company or organization. The award will be in the form of a firm fixed price subcontract (hereinafter referred to as "the subcontract"). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2 Offer Deadline

Offerors shall submit their offers **electronically only**.

Emailed offers must be received no later than 4 p.m. (Kabul time) on March 10, 2019, at the following address:

grants@cba-af.com

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

I.3 Submission of Offers

Proposals must be submitted electronically only.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to grants@cba-af.com only as designated in I.2.

The Offeror must submit the proposal electronically compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other and offerors must use the annexes attached to this RFP for the said purposes. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4 Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B below.

A. General Requirements

Chemonics anticipates issuing a subcontract to an Afghan or an international company or organization, provided it is legally registered and recognized under the laws of Afghanistan and is in compliance with all applicable civil, fiscal, and other applicable regulations of Afghanistan. Such a company or organization could include a private firm, non-profit or civil society organization.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Afghanistan.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a sub-award valued at USD\$30,000 or more, unless exempted in

accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 4.¹

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company (ies). A legally registered partnership is not necessary for these purposes; however the different organizations must be committed to work together in the fulfillment of the subcontract terms.

B. Required Proposal Documents

1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. DUNS Number
- x. Official bank account information
- xi. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the Afghan government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 4 "Required Certifications".

A cover letter template is provided in Annex 1 of this RFP.

¹ If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web-form to obtain a number: <https://fedgov.dnb.com/webform> Further guidance on obtaining a DUNS number is available from Chemonics upon request.

2. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 10 pages long, but may not exceed 10 pages. Please refer to the scope of work for CBA expectations.
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

Project Manager: Master's degree in relevant discipline, with at least five (5) years of experience in project management, preferably in education sector, education data surveys, or data analysis.

Statistician / Analyst: Master degree in statistics/data analysis with five (5) years of relevant experience.

Data Collectors: At least high school certificate with at least 2 years' experience in field data collection.

- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 5 pages long, but may not exceed 5 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include **3** past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

If the offeror has worked with or for Chemonics in the past, please provide the date, the name of project the offeror worked with, and a brief description of the services the offeror delivered under that project. Please provide this information in addition to the three references above. Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule. Technical Proposal Template is attached to this RFP.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price.

All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in **AFN**. See Annex 3 for Cost Proposal Template.

Pursuant to FAR 52.228-3 Worker's Compensation Insurance (Defense Base Act Insurance (July 2014), offerors are required to budget for the cost of workers' compensation and any other insurance legally required in Afghanistan. Offerors are required to budget for Defense Base Act (DBA) insurance in accordance with FAR 52.228-3.

USAID's DBA insurance carrier is:

Contractors must apply for coverage directly to AON Risk Insurance Services Inc., the agent for AWAC DBA Insurance. For instructions on the required application form and submission requirements, contact the following office:

AON Risk Insurance Services West, Inc.
2033 N. Main St., Suite 760
Walnut Creek, CA 94596-3722
Hours: 8:30 A.M. to 5:00 PM, Pacific Time
Primary Contact: Fred Robinson
Phone: (925) 951-1856
Fax: (925) 951-1890
Email: Fred.Robinson@aon.com

Taxes: Pursuant to Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from the gross amounts payable to all Afghan subcontractors. In accordance with this requirement, should an award be made to a successful offeror and an agreement is successfully negotiated with that offeror, Chemonics will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities - the Ministry of Commerce and Industry Ministry of Tourism, Ministry of Information and Culture, Ministry of Telecommunications, Ministry of Economics, Ministry of Education or Ministry of Public Health - at the time the awarded entity submits invoices for payment, and the invoices are successfully reviewed and approved by Chemonics. If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the awarded entity, subject to Chemonics' review and approval of the subcontractor's invoices. In either case, this tax is withheld by Chemonics from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of such remittances. Chemonics reserves the right to directly verify all licenses with the relevant authorities.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.

Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

A Cost Proposal Template is attached to this RFP and relevant guidance is attached as Annex 8.

4. Required Certifications - attached
5. Implementation Timeline - attached
6. Chemonics Business Conduct Expectations - attached
7. DUNS and SAM Registration Guidance – attached
8. Company or organization Registration License with Afghan government
9. Company or organization Tax Identification Number

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code [935] in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>

The cooperating country for this RFP is Afghanistan.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries:, Cuba, Iran, North Korea, and Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

I.6. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announcement	February 10, 2019
RFP published	February 10, 2019
Deadline for written questions	February 17, 2019
Answers provided to questions/clarifications	February 20, 2019
Proposal due date	March 10, 2019
Subcontract award (estimated)	April 10, 2019

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted at grants@cba-af.com, no later than 4 p.m. February 17, 2019. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally

or in writing, from employees or representatives of Chemonics Afghanistan Limited Management and Implementation Services, the CBA project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date: All proposals must be received by 4 p.m. (Kabul time) on March 10, 2019. Late offers may be considered at the discretion of Chemonics.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the CBA office within 2 days of receiving notification.

Subcontract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.7. Validity Period

Offerors' proposals must remain valid for **90** calendar days after the proposal deadline.

I.8. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This RFP will use the tradeoff process to determine best value. That means that 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 assigned points, similar to technical evaluation factors.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
Technical know-how – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?		10 points
Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?		10 points
Sector Knowledge – Does the proposal demonstrate the offeror's knowledge related to education sectors data, and EMIS as required by the Scope Of Work (SOW)?		10 points
Total Points – Technical Approach		30 points
Management, Key Personnel, and Staffing Plan		
Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?		10 points
Management structure: Does the company have the suitable management structure for carrying out the evaluation in the provinces at school level?		10 points
Total Points – Management		20 points
Corporate Capabilities, Experience, and Past Performance		

Company Background and Experience – Does the company have experience relevant to the project Scope of Work? If so, how many projects of similar size and scope were implemented?	10 points
Company's Implementation Capability — Has the company previously conducted data collection/verification/ evaluation/assessment in Badghis, Balkh, Bamyan, Kandahar and Paktia? If so, how many such projects?	10 points
Total Points – Corporate Capabilities	20 points
Cost allowability and realism or reasonableness.	
Is the proposed cost allowable? (to incur for programmatic purposes only)	10
Is the proposed cost reasonable? (effective and efficient in the meantime)	10
Total Points – Cost allowability and realism or reasonableness.	20 points
Total Points – Technical and cost proposals	100 points

This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the CBA project. Chemonics 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.

I.9. Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all. Subcontract award is contingent on successful vetting of the awarded offeror by USAID. Pursuant to the Mission Order 201.06, vetting is required for all non-U.S. recipients proposed for any award in excess of \$25,000 at any tier under a USAID contract, including subcontracts, 2nd-tier subcontracts, or any other similar award instrument.

I.10. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Annex 9. Chemonics will use the Annex 9 to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in Annex 9.

I.11. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation.

I.12. Governing Language

The Subcontract is executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning and/or interpretation of this Subcontract

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

CBA is a five-year activity funded by USAID and implemented by Chemonics International. CBA supports the Afghan Ministry of Education (MoE) to achieve the goals of its 2017-2021 third National Education Strategic Plan (NESP III) by building its capacity to deliver higher quality education services to the Afghan people. The CBA project has two key objectives:

3. Improve MoE systems and procedures that lead to better provision of education services; through an improved EMIS system, improved teacher recruitment, and an improved payroll system.
4. Greater transparency and accountability of national and subnational MoE systems through the use of regular, effective audit systems, strengthened resource planning, allocation, and execution in the education sector, and increased community and civil society oversight and accountability at national and subnational levels.

CBA aims to strengthen the Ministry's policies, procedures, and personnel capacity by specifically focusing on the following areas:

7. Education Management Information System (EMIS)
8. Teacher Recruitment System
9. Payroll System
10. Internal Audit System
11. Resource Planning, Allocation and Execution
12. Civil Society Oversight over the activities of MoE

II.2. Scope of Work

The purpose of the assignment is to verify EMIS data at the school level to assess the reliability and accuracy of data reliability and accuracy of the data that was collected through Annual School Census (ASC). The scope of the verification work will be for 1398 (2019) school year in the five CBA target provinces (Badghis, Balkh, Bamyan, Kandahar, and Paktia). These comprise the treatment group. In addition, five other non-CBA targeted provinces (TBD) will be included as a control group. A representative sample of 10% schools (approx. 200 schools) will be covered in the CBA target provinces (the treatment group), and an equal number of schools from non-CBA-target provinces (the control group). The schools will be selected from both groups through random representative sampling covering three important aspects i.e. the levels of education (primary, lower secondary, and upper secondary schools), school gender (boys, girls, and mixed schools) and location (urban and rural).

The EMIS verification work includes the following major tasks:

1. The sub-contractor will arrange training for the data collection team;
2. The sub-contractor will prepare and submit a complete and precise sampling plan and sampling design for the data collection survey;
3. Data collection from the sampled schools will be done manually using the data collection questionnaire. The sub-contractor will use the same standard data collection questionnaire used by the MoE EMIS for Annual School Census (ASC).
4. The sub-contractor will collect verification data from the schools using agreed upon tool/questionnaire through:
 - a. Field visits to schools;
 - b. Interviews with school headmaster / representative;
 - c. Head count of students;
 - d. Data extraction from school records;
 - e. Recording GPS coordinates of each school;
 - f. Capture at least three pictures of each school;
5. ASC data for the same schools will be extracted from EMIS. In addition to the computerized data, the completed ASC collection forms will be obtained for comparison with the verification data.

A comparison will be made between the filled-in forms and computerized data of ASC, and differences will be noted.

6. The ASC and verification data sets will be compared, differences/anomalies will be identified, and a detailed statistical analysis will be performed based on the comparison of the data sets.
7. The sub-contractor will compile a detailed data quality report to determine the degree of reliability and accuracy of the 1398 (2019) school year EMIS data in the five CBA target provinces in comparison with non-CBA targeted provinces. Further, the report will identify problems and weakness inherent in the different phases of EMIS, i.e., data collection, processing and reporting at different levels of the education system (MoE, PEDs, DEDs and schools) that contribute to low quality education data; and provide recommendations that would help to improve the quality of education data.

II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable No. 1: Inception Report

The inception report should clearly outline deliverables; a brief description of key activities for the proposed solution; and the methodology, sampling techniques, sampling plan, and random representative sample, per scope of work.

Deliverable No. 2: Intermediate Report - Data Collection Completion

The deliverable will include: (i) results of data verification from the field (first draft report), (ii) electronic copies of the actual data, and (iii) an intermediate report highlighting the progress/status of data verification.

Deliverable No. 3: Final Data Quality Report

The sub-contractor will compile a detailed data quality report to determine the degree of reliability and accuracy of the 1398 (2019) school year EMIS data in the five CBA target provinces in comparison with non-CBA targeted provinces. The report will identify problems and weaknesses in different phases of the EMIS, i.e., data collection, processing, and reporting at different levels of the education system (MoE, PEDs, DEDs and schools) that contribute to low quality education data, and provide recommendations that would help to improve the quality of the education data. The report will be reviewed by CBA team, and if required, modified by the sub-contractor.

All deliverables should be approved by CBA and should be marked completed only after a proper CBA designee makes a determination as to the completion status of the deliverable.

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Due Date
1	Inception Report	2 weeks after subcontract execution
2	Intermediate Report - Data Collection Completion	10 weeks after subcontract execution
3	Final Data Quality Report	12 weeks after subcontract execution

*Deliverable numbers and names refer to those fully described in II.3 above.

II.5. RFP Annexes

Annex 1	Annex 1 Cover Letter Template
Annex 2	Technical Proposal Template
Annex 3	Cost Proposal (Budget) Template
Annex 4	Required Certifications
Annex 5	Implementation Timeline
Annex 6	Chemonics Business Conduct Expectations
Annex 7	DUNS and SAM Registration Guidance
Annex 8	Guide to Creating Financial Proposal and Sample Budget
Annex 9	Fixed Price Subcontract Template