

Request for Proposal for Providing Services for Armenia Integrity Project (AIP)

AIP-2101-22-01

**May 27, 2022**



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Introduction

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite potential subcontractors to submit a proposal and quote for providing technical assistance services to the Ministry of Justice of Armenia in developing Armenia’s 2022 to 2026 National Anticorruption Strategy and Action Plan.

Checchi and Company Consulting, an international development firm based in the United States, is implementing the USAID-funded Armenia Integrity Project (AIP). The purpose of the Integrity Project is to reduce opportunities for corruption and reinforce public demand for improved governance and accountability in Armenia by strengthening corruption prevention institutions and integrity systems, supporting the implementation of specific legal-regulatory measures for corruption prevention, and facilitating a collective action approach to hold local entities engaged in corruption prevention mutually accountable.

Checchi anticipates that this RFP will result in a Subcontract not to exceed a ceiling of 30,000,000.00 AMD.

1.2 Coverage & Participation

Checchi reserves the right not to enter into any subcontract, to add, remove, or edit any aspect of the subcontract’s statement of work, prior to the negotiation of a subcontract without prior notification or liability. Checchi is not obligated to execute a subcontract nor is it committed to pay any costs incurred in the preparation and submission of the proposals.

General Information

2.1 The Organization

Checchi and Company Consulting, a wholly owned subsidiary of Dexis Consulting Group, is a for-profit company providing monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world’s greatest challenges.

2.2 Chronological List of Proposal Events

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

|  |  |
| --- | --- |
| RFP transmitted | May 27, 2022 |
| Deadline for written questions | June 1, 2022 |
| Answers provided to questions/clarifications (estimated) | June 3, 2022 |
| Proposal due date | June 7, 2022 |
| Subcontract award (estimated) | June 15, 2022 |

The dates above may be modified at the sole discretion of Checchi. Any changes will be communicated by e-mail to all prospective Offerors.

Proposal Preparation Instructions

3.1 Understanding

In responding to this RFP, Offerors accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Checchi as necessary to gain such understanding. Checchi reserves the right to disqualify any service provider who illustrates less than such understanding. Such disqualification shall be at no fault, cost, or liability to Checchi.

3.2 Good Faith Statement

All information provided by Checchi in this RFP is offered in good faith. Individual items are subject to change at any time. Checchi makes no certification that any item is without error and is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

All questions or clarifications regarding this RFP must be in writing and submitted to malaverdyan@dexisonline.com. 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 Checchi 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 Checchi Consulting Group, AIP or any other party, will not be considered official responses regarding this RFP.

3.3.1 Offeror Inquiries

Applicable terms and conditions herein shall govern communications between Checchi and Offerors in relation to this RFP. All questions related to this RFP are to be directed in writing to:

|  |  |
| --- | --- |
| Manushak Alaverdyan | malaverdyan@dexisonline.com |

3.3.2 Addenda

Checchi will make a good faith effort to provide a written response to the questions or requests that require addenda per the *Chronological List of Proposal Events* in Section 2.2.

3.4 Submission Instructions

Offers must be received via email by 23:59, June 7, 2022. Offerors should send their offers by email to the individuals identified in Section 3.3.1, inclusive the Offeror’s technical proposal and cost proposal. Further details can be found in Annex 3, Proposal Requirements.

Offers must be on company letterhead with the company’s contact name and address. The subject line of the offer transmission email must identify the RFP reference number (AIP 2101-22-01) and the Offeror’s name.

3.4.1 Format/Content of the Offer and Requirements

An offer must:

* Be in the English language.
* Include a detailed technical proposal for the implementation of the scope of work as included in this RFP.
* Provide resumes for all Key Personnel, not to exceed three pages per individual.
* A detailed, itemized budget inclusive of all required costs. Pricing must be in Armenian Dram (AMD). Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. The Offeror must agree to keep these prices valid for a minimum of 60 calendar days.
* Be complete and submitted on company letterhead.
* Include proof of successful completion of a similar project and a brief description, as well as place and year of implementation.
* Names, addresses, and telephone numbers of three business references, and approval to contact those references. Checchi reserves the right to request and check additional references.
* A contact name, email address, and telephone number for an authorized negotiator of the Offeror.
* A completed cover letter (Annex 1) and Evidence of Responsibility (Annex 2).
* If an Offeror anticipates issuing a subcontract for any part of this Statement of Work, they must disclose who is the anticipated recipient and the AMD value. Failure to disclose this in the proposal may result in either exclusion from competition or termination after award.
* Offerors must provide proof of legal registration under the laws of the country in which they operate.

3.5 Selection Criteria

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Checchi with the product and/or service identified in the Scope of Work.

3.6. Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Maximum Points** |
| Methodology and technical approach | 20 |
| Organization’s capacity and past performance | 20 |
| Qualifications and experience of engaged personnel and experts | 40 |
| Financial proposal and cost reasonableness | 20 |
| Total | **100** |

3.7. Selection and Notification

Offerors whom Checchi determines to possess the capacity and past performance to compete for this subcontract will be selected to move into the negotiation phase of the competition. Written notification will be provided via e-mail. Offerors not selected will not be notified.

Statement of Work

4.1 Description of Services

Checchi is seeking proposals from qualified local companies and/or organizations to provide technical assistance services to the Ministry of Justice (MoJ) of Armenia in developing the country’s 2022 to 2026 Anticorruption Strategy and its Action Plan (hereafter Strategy). The MoJ seeks assistance in drafting the new Strategy (including its action plan), making cost estimations of planned activities, coordinating, and facilitating stakeholder sessions and inputs with/from the relevant state institutions, non-governmental and civil society organizations, as well as other stakeholders. The service provider will also rapidly conduct a desk review of all existing relevant reports (both – at national and international level), documents and survey to collect and review information from all stakeholders and, based on the analyses of information received and considering international best practices - draft the Strategy and its action plan (with cost estimates of activities envisioned in the action plan), according to the requirements envisaged by the Prime Minister’s Decision 1508-L dated 30.12.2021. The service provider should provide direct support in drafting and finalizing the afore-mentioned documents through a transparent and participatory process.

**Assisting the Ministry of Justice of Armenia in developing the country’s 2022 to 2026 Anticorruption Strategy and Action Plan.**

The selected company or organization should deliver expert services to the MoJ in drafting the new Strategy by performing the following:

**Phase 1: Perform desk review of documents related to the status and progress of implementation of the current 2019 – 2022 Anticorruption Strategy and Action Plan:**

* Collect and analyze all available reports and related documents (both - at national and international level).
* Organize meeting and discussions with the main stakeholder government agencies (Corruption Prevention Commission (CPC), MoJ, Anti-Corruption Committee (AC) and others) as well as relevant non-governmental organization (CSOs, foundations, think-tanks, etc.) to define the needs, as well as the main risks and challenges faced during the implementation of the strategy and the action plan.
* Conduct a needs assessment and review of OECD, GRECO recommendations and other relevant international documents, as well as elaboration of suggestions on appropriate commitments.
* Based on collected information develop recommendations for the new Strategy and draft the Strategy and its action plan, including cost estimates of activities envisioned, according to the requirements envisaged by the Prime Minister’s Decision 1508-L dated 30.12.2021.

**Phase 2: Provide technical support to MoJ in drafting a new Strategy, including the following:**

* Based on the information analyzed from the desk review, needs assessment and meetings with stakeholders, as well as developed recommendations regarding the implementation of the ongoing strategy – assist the MoJ in drafting the new 2022-2026 Anticorruption Strategy and its action plan.
* Using existing relevant surveys (such as those conducted by the Caucasus Research and Resource Center, Transparency International-Armenia and others), analyze corruption perception in key sectors with the aim to collect and group the data according to age, gender and other relevant criteria to be used in the Strategy.
* Support the MoJ to develop prioritized, feasible and realistic action plan activities for the implementation of the Strategy.
* Develop cost estimates and resources needed for proposed action plan activities.

**Phase 3: Assist the MoJ to ensure a transparent and participatory process for Strategy development:**

* Organize meetings, workshops and focus groups with relevant stakeholders to present the draft Strategy and its action plan.
* Based on feedback received from the stakeholders, provide recommendations to MoJ for improving the draft Strategy.
* Provide all necessary actions supporting the MoJ to present the draft of the Strategy of the Republic of Armenia and its Action Plan for 2022 – 2026 for public discussion on Armenia’s unified website for publication of legal acts’ drafts (e-drafts) by July 10, 2022.
* The draft will be open for the public discussions for a two-week period, during which the public and civil society organizations may provide their views, recommendations, observations on the draft Strategy. Within this period, the service provider should synthesize and present collected recommendations and observations from the public on the Draft to the MoJ for consideration.

4.2 Required Deliverables

1. Analytical report based on desk research of current status, progress, and shortcomings of Armenia’s 2019-2022 anti-corruption strategy and action plan with recommendations for inputs to the new Strategy and Action Plan.
2. Draft implementation plan on the process of conducting transparent and participatory activities for collecting stakeholder inputs to the new Strategy and Action Plan with timelines and illustrative stakeholders.
3. Draft of Armenia’s 2022-2026 Anticorruption Strategy and Action Plan developed in collaboration with the MOJ.
4. Report of stakeholder inputs and recommendations for the Strategy and Action Plan, based on the results of the meetings, workshops, and focus groups with relevant stakeholders for presenting and discussing the draft Strategy and Action Plan.
5. 2022-2026 Anticorruption Strategy and Action Plan finalized and ready to be presented by MoJ to the Government of Armenia for approval.

Note for Bidders: The company/organization should identify appropriate staff devoted for this task. Below is an illustrative list of experts/specialists who could be involved (the offeror may suggest their desired team members with relevant skill sets, as well as the number of experts to be involved):

* Anticorruption experts (local and international experts) who also have skills in elaborating outcome, output and performance indicators,
* Social researcher/analyst,
* Financial (budget estimation) specialist,
* Legislative drafting expert.

4.3 Additional Information

Details and format of collaboration mechanisms with the MoJ will be developed in cooperation with and coordinated by the Armenia Integrity Project.

Offeror should provide a budget with sufficient resources for the organization of public hearings, discussions, meetings, or other events based on need.

The first draft of the Strategy, including its action plan and costing should be submitted to the MoJ by July 15th, 2022.

The technical assistance shall be provided during the period between June 15th, 2022, and November 30th, 2022, by highly qualified professionals in their respective fields. Providers should have the capacity and flexibility to adjust the technical assistance services at the request of AIP and the MoJ.

*Companies and/or organizations are welcome to apply as single entities or in consortium/partnership with other organizations.*

Additional Terms & Conditions

5.1 Non-Disclosure Agreement

Any subcontract issued by Checchi will contain either a Non-Disclosure Agreement or provisions covering the disclosure of information in the course of completing the Scope of Work.

5.2 Intellectual Property

The Respondent should not use any intellectual property of Checchi including, but not limited to, all logos, registered trademarks, or trade names of Checchi, at any time without the prior written approval of Checchi, as appropriate.

5.3 Offerors’ Responses

All accepted Responses shall become the property of Checchi and will not be returned.

5.4. Partial Award

Checchi reserves the right to accept all or part of the Offer when making the award.

5.5 Liability

Checchi reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability. Checchi shall not be liable to any Offeror, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

* Arising out of, by reason of, or attributable to, the Offeror responding to this RFP; or
* As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

5.6 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

5.7 General Terms

Checchi will only consider responsive Offers from responsible offerors for award. Prices quoted must be valid for entire length of contract. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.

5.8 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

**Checchi has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Checchi projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**

Annexes

Annex 1: Cover Letter

[Offeror: Insert date]

NAME

TITLE

Checchi and Company Consulting Group

28 Zarobyan, Yerevan 0009, Armenia

Reference: Request for Proposal AIP-2101-22-01:

Subject: [Offeror: Insert name of your organization] technical and cost proposals

Dear NAME:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information below:

|  |  |
| --- | --- |
| Name of Organization’s Representative: |  |
| Name of Offeror: |  |
| Type of Organization: |  |
| Taxpayer Identification Number: |  |
| Address: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |

We are further pleased to provide the following annexes containing the information requested in the RFP:

[Offerors: Each offeror must read and understand the requirements of this RFP and include all required information and annexes.]]

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Offeror: Insert name of your organization’s representative]

[Offeror: Insert name of your organization]

Annex 2: Evidence of Responsibility

**Evidence of Responsibility**

*Company Name*

*Company Name* makes the following statements with respect to Contractor Responsibility:

1. *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
2. *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
3. *Company Name* has a satisfactory performance record;
4. *Company Name* has a satisfactory record of integrity and business ethics;
5. *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
6. *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
7. *Company Name* is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

*Name*

*Title,* *Company Name*

Annex 3: Proposal Requirements

Each proposal must consist of two (2) sections, as follows:

**1) Technical Volume**

**Technical Approach and Methodology/Management; Key Personnel; Corporate Capabilities, Experience, and Past Performance; and Staffing Plan/Safety and Integrity** (not to exceed ten [10] pages combined). How offeror submissions will be evaluated is listed in Section 3.5: Selection Criteria and Section 3.6: Evaluation Criteria. The offeror’s submission should clearly detail how it intends to meet the terms of the included scope of work and deliverables in Section 4: Scope of Work.

**Past Performance References and Sample Work** (no page limit), including:

A minimum of three client (and/or employer) references, to include:

* Name of company/person
* Name of point of contact
* Email address
* Phone number
* Short description of services rendered and applicability to scope of work

Past performance detail on previous projects implemented with similar scopes of work within the last three (3) calendar years. Please list only the research and mapping work you have implemented within that time frame, a brief description of how each is relevant to this scope of work, and the contact details for each previous client or donor.

**2) Cost Volume**

The Cost Volume must include a budget in detailed breakdown of costs that encompasses the Offeror’s:

* Labor
* Other direct costs
* Defense Base Act Worker’s Compensation Insurance (DBA). This is a mandatory insurance that must be budgeted. It is calculated as 2% of all labor (employees & consultants). Checchi will help the selected Offeror apply for DBA after the subcontract is signed.
* Fee (if any)

Offerors are encouraged to use the attached cost proposal template in Excel (Annex 4).

Offers must show unit prices, quantities, and total price. The budget should be broken out by the anticipated levels of effort or nature of taskings. All items, services, etc. must be clearly labeled and included in the total offered price. Costs must be expressed in Armenian Drams (AMD).

The cost proposal shall also include a **Justification Section** that explains the basis for the estimate of each cost element or line item. Information that supports these costs must be provided in enough detail to allow for a complete analysis of each cost. Final budget(s) will be contingent on an evaluation of cost reasonableness and additional information may be requested to substantiate offeror costs.