

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-ASIA-2023-0098
RFP Issue Date:	June 30, 2023
Terms of Reference / Specifications:	Recruitment of a Fiscal Sponsor to Manage the CATALYZE Asia Social Protection Pooled Fund
Project	CATALYZE Innovative Blended Finance
The Company	Palladium International, LLC
Country of Performance	Global
Closing Date and Time	July 31, 2023 at 11:59pm Eastern Standard Time
Questions Deadline	<input checked="" type="checkbox"/> Accepted at catalyze.procurements@thepalladiumgroup.com by July 14 2023 at 11:59pm Eastern Standard Time
Bidders' Conference	<input type="checkbox"/> Insert Date, Time, and Place Here <input checked="" type="checkbox"/> N/A
Details for Submission	Submissions will be accepted: <input checked="" type="checkbox"/> Electronically: email to catalyze.procurements@thepalladiumgroup.com <input type="checkbox"/> In hard copy (sealed bids) at Palladium's Washington, DC office
Offer Validity Period	1 year

Thank you for your interest in the above procurement. As implementer for the CATALYZE Innovative Blended Finance Project funded by United States Agency for International Development (USAID), Palladium invites you to submit a proposal for the scope of work attached in Annex A. Your proposal must be valid for the Validity Period.

Please email your notice of intention to submit a proposal by the Questions Deadline. Answers to questions shall be distributed to all offerors that have indicated an intention to submit a proposal by the deadline.

Please submit your proposal in accordance with the Details for Submission above by the Closing Date and Time. This RFP in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a proposal. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

Yours sincerely,
CATALYZE Procurement Team (catalyze.procurements@thepalladiumgroup.com)

Terms and Conditions

1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Proposal Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFP unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all proposal to confirm compliance with this RFP and to determine the best proposal in the circumstances.

4. Alterations

The Company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFP; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a proposal; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their proposal.

8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFP and after the completion of the process.

9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the Company's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their proposal. And provide it to the Company upon request.

11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFP the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFP; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFP process.

Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

17. Jurisdiction

This RFP shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFP or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFP or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

Company Information

Palladium is a global leader in the design, development, and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities, and civil society to formulate strategies and implement solutions that generate lasting social, environmental, and financial benefits.

Project Background

Palladium is implementing on behalf of USAID the CATALYZE Innovative Blended Finance Project (CATALYZE), an initiative which uses a facilitated partnership model to craft solutions to crowd in \$2 billion in blended finance to USAID partner countries and initiatives. CATALYZE has designed programs to fund underfinanced social initiatives and achieve various development outcomes in Indonesia and the Philippines.

In Indonesia, CATALYZE will support Indonesia's national social protection agency (*Badan Penyelenggara Jaminan Sosial-Kesehatan*; BPJS-K) initiatives to improve premium collection and re-activation of individuals, particularly informal sector workers, in the national health insurance scheme (*Jaminan Kesehatan Nasional*; JKN). In the Philippines, CATALYZE will promote social protection for female workers through economic empowerment and increased access to quality health care. The project will work with young adult (ages 18-24) members of the *Pantawid Pamilyang Pilipino Program* (4Ps), a government-run conditional cash transfer program for low-income families. CATALYZE will provide skills training and employment opportunities, an integrated health and life skills curriculum, and strengthen linkages to health care through several platforms. The program will also facilitate a mentorship program for adolescent girls (ages 15-18) belonging to 4P households to promote confidence, life skills, and knowledge of healthy behaviors.

As part of the CATALYZE project, Palladium is looking to mobilize private funding from corporations, philanthropic organizations, foundations, and high-net-worth individuals who are interested in supporting the goals of the activities in Indonesia and the Philippines. To this end, CATALYZE is creating the Asia Social Protection Pooled Fund, a USAID-seeded structure designed to receive and distribute philanthropic grants to advance the purpose of the activities in both countries. In order to support the full four-year implementation of the program, CATALYZE seeks to raise between \$10 and \$15 million US Dollars. The philanthropic funding will be exclusively directed to activities carried out in the two countries.

Purpose

CATALYZE is issuing this RFP to select a Subcontractor to manage the grand funding contributed by philanthropic organizations, and to distribute the funds to implementing partners in the Philippines and Indonesia on the basis of CATALYZE instructions. Only registered non-profit or charitable organizations will be considered. A complete scope of work is attached as Annex A.

Type of Contract

The expectation is that the selected partner ("Subcontractor") will serve as a fiscal sponsor for the CATALYZE Asia Social Protection Pooled Fund. CATALYZE intends to issue a Fixed Price Contract.

This type of contract requires the Subcontractor to complete and deliver the specified end-products described in this RFP within the estimated cost.

Anticipated Contract Period of Performance

The period of performance will begin when philanthropic support is secured. The anticipated period of performance is September 1, 2023 to September 30, 2024 with a possibility for extension until September 2027.

Place of Performance

The activities to be performed under this contract can take place globally. During the partner selection process, particular attention will be given to institutions with extensive experience providing grants to non-profits and for-profits in Indonesia and the Philippines, and legally allowed to operate in both countries.

Additional information, including instructions for responding to this RFP, is provided below and in Annex A.

Instructions to Offerors

Organizations and companies interested in responding to this RFP (“Offerors”) are requested to provide a Technical Proposal. Offerors are required to submit a cost proposal if relevant fees are not included in their Technical Proposal.

Questions about this RFP should be directed to catalyze.procurements@thepalladiumgroup.com.

1. Technical Proposal

For the Technical Proposal, the Offeror must submit a Microsoft Word document containing the following information within the stated page limits by July 31, 2023.

Content	Number of pages
<p>Cover Page Include the organization’s name, address, website, and the name and contact information of a Representative/Point of Contact (POC). State the organization’s relevant tax, nonprofit, or charitable legal status in country of registration. The cover page should be signed by an authorized representative of the organization.</p>	1 page
<p>Background and Organizational Capacity Provide information on the organizations expertise in mobilizing, managing, and distributing funds for social protection programs, particularly in Indonesia, the Philippines, or other countries in southeast Asia. Provide an organizational chart if applicable and useful.</p>	1-2 pages
<p>Experience and Capability Statement Demonstrate expertise in:</p> <ul style="list-style-type: none"> • Working closely with a third party (such as CATALYZE) which has an advanced level of control over fund disbursement to advance the program goals • Managing private grants for funds similar to the CATALYZE seeded fund (provide amounts and duration) • Vetting or conducting due diligence on potential recipient organizations • Disbursing funds to non-profit and for-profit entities in Indonesia and/or the Philippines • Building strategic partnerships with private sector actors • As applicable, fundraising activities carried out by your organization • Demonstrating fiscal integrity, fiscal controls, and accurate record keeping • Graduating fiscal sponsorships projects into sustainable initiatives such as stand-alone NGOs. 	2-3 pages
<p>Relevant Projects Describe relevant projects previously performed by the firm, demonstrating relevant expertise, including the number and size of philanthropic grant funds managed.</p>	2-3 pages
<p>Personnel Provide the names of the proposed personnel for this activity. The CVs of the proposed personnel should be provided as Annexes.</p>	1-2 pages
<p>References Provide the name and contact details for three organizations for which you have managed and distributed grants.</p>	1 page

Note: GSA has developed a useful interactive PDF tool that guides through the most common scenarios about UEI (https://www.fsd.gov/sys_attachment.do?sys_id=af05f8fb1b44851006b09796bc4bcb6d)

2. Cost Proposal

Offerors are required to submit a Cost Proposal. CATALYZE expects Offerors to provide a competitive proposal based on actual, reasonable, and allowable costs. Value for money will be a selection criterion.

The Cost Proposal should consist of:

- (a) A budget in Microsoft Excel
- (b) Accompanying Word Document with all cost assumptions and explanations.

Key assumptions

- Budget in United States Dollars (USD)
- All prices are to be inclusive of relevant taxes
- Separate unit cost and number of units
- Break down activity costs into as much detail as possible.

The selected Offeror will be required to complete the Due Diligence Questionnaire (Attachment 1).

Submission of Offers

Proposals must be submitted electronically. Electronic proposals must be submitted by sending one (1) email with the RFP number in the subject line by July 31, 2023. The Offeror must ensure all required documents are attached.

Offers received past the deadline stated on the cover page will not be considered for award.

Applicants will receive an electronic confirmation acknowledging receipt of their response to the RFP, but they will not receive individualized feedback or suggestions.

Evaluation and Award Process

Proposals will be evaluated using a best value trade off methodology. This is a two-stage process.

- (1) The first set of criteria is graded on a pass/fail basis. Offerors must meet the following minimum eligibility qualification criteria and provide supporting documentation:

	Requirement	Supporting Documentation
(a)	Must be a legally registered non-profit or charitable organization for a minimum of one year	Certificate or memorandum of understanding
(b)	Must not have any active exclusions from the working with the US government (www.sam.gov), the UN (Sanctions List), or the US Department of the Treasury Office of Foreign Asset Control	N/A

- (2) If these minimum criteria are met, the offer’s Technical Proposal will be evaluated as follows:

Evaluation Criteria	Documents Evaluated	Points
The Offeror demonstrates that it has the experience, organizational capability, and infrastructure to successfully provide fiscal sponsor services as described in the RFP	Technical Proposal and key personnel’s CVs	30
The Offeror demonstrates it has expertise disbursing funds to non-profit and for-profit entities in Indonesia and/or the Philippines	Technical Proposal	20
The Offeror demonstrates it has expertise in fiscal controls and record keeping	Technical Proposal	20
The proposed Fund Management Approach is clear and well thought out. The Offeror demonstrates an understanding of the scope of work and developed an approach to provide the services required to manage the Asia Social Protection Pooled Fund and maintain accurate records.	Technical Proposal	30
TOTAL		100

(3) The Offeror's Cost Proposal will be evaluated for:

- Proposed total price, relative to other offers received,
- Realism and reasonableness of the work to be performed,
- Price reflects a clear understanding of the scope of work,
- Price is consistent with various elements of the Technical Proposal,
- Compliance with USAID cost principles (select one: Non-profit entities – Cost Principles in 2 CFR 200 Subpart E or for-profit entities – Cost Principles in FAR Part 31).

Palladium reserves the right to award under this solicitation without further negotiations. Offerors are encouraged to offer their best terms and prices with the original submission.

PROCUREMENT INTEGRITY AND ETHICS

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

Resulting Award

This RFP in no way obligates Palladium to award a contract. Palladium may opt to select multiple offers in response to this RFP.

Any contract/purchase order resulting from this solicitation must be signed by both parties in order to be considered valid and in force. All costs associated with, but not limited to, production, preparation and/or delivery of goods or services, including deliveries, accepted by Palladium staff, without a fully executed (signed by both parties) contract/purchase order, are at the vendor's risk only. Palladium shall not pay for any costs, without limitation, associated with production, preparation, or delivery of goods and/or services under this or any other contract/purchase order, which has not been signed by both parties.

If your proposal is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant client terms and conditions. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any proposals pursuant to this RFP.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.

Attachments

Please review the additional documentation and proposed contracts terms and conditions which should be given consideration when preparing your proposal. By submitting your bid you will certify that that you are in agreement with the contract terms and conditions as included in this solicitation and that all prices include all aspects of the required compliance with the terms and conditions of the proposed contract.

Attachment 1- Due Diligence Questionnaire

Attachment 2- FFATA Form (will be required only for successful offeror, where applicable – included for awareness only)

Palladium Business Partner Code of Conduct and Child Protection Guidelines can be downloaded in full at: <http://www.thepalladiumgroup.com/policies> or request through email from Catalyze.procurement@thepalladiumgroup.com

Annex A: Scope of Work – Fiscal Sponsor of the CATALYZE Asia Social Protection Pooled Fund

Place of Performance: Global

Period of Performance: The anticipated period of performance is September 1, 2023 to September 30, 2024 with a possibility for extension until the end of the CATALYZE project in September 2027.

I. Background

Palladium is implementing the USAID-funded CATALYZE project Indonesia and the Philippines to fund underfinanced social initiatives and achieve various development outcomes. As part of the CATALYZE project, Palladium is mobilizing funding from corporations, philanthropic organizations, foundations, and high-net-worth individuals who are interested in financing programmatic and operational aspects of its activities in Indonesia and the Philippines. CATALYZE is creating a funding structure with USAID as the structure's seed funder.

CATALYZE is seeking to engage an institutional partner to manage the fund. The expectation is that the selected partner ("Subcontractor") will serve as a fiscal sponsor for the CATALYZE Asia Social Protection Pooled Fund.

The Subcontractor should: (1) be able to receive, administer and disburse charitable contributions, donations, and grants (funds) from third party donors on behalf of the CATALYZE Asia Social Protection Buy-in in connection with its programs in Indonesia and the Philippines; (2) support CATALYZE's fundraising efforts, (3) be responsible for processing and acknowledging receipt of all funds received, (4) execute second-tier grants with the money raised, and (5) report on revenue and expenses bi-monthly in addition to an annual report.

II. Logistics of the CATALYZE Asia Social Protection Pooled Fund

The fund will function as follows:

1. On the agreed Effective Date, the Subcontractor will assume operation of the Fund, which operation shall continue unless and until terminated
2. The Subcontractor will open one or two bank account(s) to receive, manage, and distribute funds to implementers of the CATALYZE programs in Indonesia and the Philippines. Funds must be strictly disaggregated per requirements of the funders.
3. CATALYZE will be responsible for raising funds from corporations, philanthropic organizations, foundations, and high-net-worth individuals
4. Donors will direct their financial support to the pooled bank account that the Subcontractor opens for CATALYZE
5. The Subcontractor will conduct due diligence on grantees
6. CATALYZE will request funds transfers from the Subcontractor-managed bank account to the implementing partners in the Philippines and Indonesia
7. The Subcontractor will execute second-tier grants in alignment with the above request
8. The Subcontractor will monitor the bank account(s) and disbursements to implementers, track fund use, and report financial data to CATALYZE
9. The Subcontractor will draft reports for each donor according to the latter's requirements.

III. CATALYZE and Subcontractor Responsibilities

As part of this agreement, CATALYZE will:

- Manage the logistical and operational aspects of the programs in Indonesia and the Philippines
- Lead the selection of grantees (non-profit and for-profit organizations responsible for implementing aspects of the programs in Indonesia and the Philippines)
- Lead fundraising efforts
- Direct the subcontractor to disburse funds to specific implementing partners in both countries, based on these partners' satisfactory implementation of their assigned activities
- Liaise with USAID
- Develop and submit program reports to USAID.

The Subcontractor will:

- Open and operate one or two dedicated and segregated bank account(s) to receive, aggregate, manage, and distribute funds on behalf of CATALYZE
- Confirm the tax implications of disbursing funding from the dedicated bank account to non-profits and for-profit organizations in Indonesia and the Philippines
- Retain full legal ownership of the Fund (in compliance with applicable laws)
- Conduct due diligence of prospective grantees
- Sign an agreement with each donor and grantee
- Execute second-tier grants per CATALYZE instructions
- Provide CATALYZE with reports reflecting revenue and expenses bi-monthly, including gross amount of each donation
- Provide CATALYZE with an annual report by August 31
- Draft and submit reports to each donor according to the latter's requirements.

IV. Deliverables

As part of this agreement, Palladium will pay the Subcontractor fixed fee amounts for submitting the deliverables below to the CATALYZE Asia Social Protection Buy-In Activity Director or his designee.

No	Deliverable	Evidence of completion	Due date	% of fee
1	Open one or two dedicated and segregated bank account(s) to receive, aggregate, manage, and distribute funds on behalf of CATALYZE in Indonesia & the Philippines	Bank confirmation letter, bank statement	1 month from contract start date	20%
2	Provide evidence of full legal ownership of the CATALYZE Asia Social Protection Pooled Fund	Official record, certificate, memorandum of understanding	2 months from contract start date	10%
3	Conduct due diligence of prospective grantees (CATALYZE implementing partners in Indonesia & the Philippines). Palladium will withhold future payment if not all compliance steps are followed.	Due diligence reports	Jan 31, 2024	10%
4	Sign agreements with confirmed grantees. Minimum number to be determined after proposals are received and may be amended based on discretion of CATALYZE team.	Signed agreements	Feb 29, 2024	20%
5	Execute the first round of second-tier grants	Bank statement, grantee's acknowledgement of funds received, reports reflecting revenue and expenses	Mar 31, 2024	20%
6	Submit an annual report for Y1	Annual report	Aug 31, 2024	20%