

Amendment to Request for Proposal

Amendment number: 1

Reference Request for Proposal Number: RFP-CATALYZE-ASIA-2023-0092

Amendment effective date: September 20, 2023

Description of Amendment:

1. This amendment includes the responses to questions submitted by September 15, 2023.

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-ASIA-2023-0092
RFP Issue Date:	September 5, 2023
Terms of Reference / Specifications:	Fundraising for 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	September 22, 2023 at 11:59pm Eastern Standard Time
Questions Deadline	<input checked="" type="checkbox"/> Accepted at catalyze.procurements@thepalladiumgroup.com by September 15, 2023 at 11:59pm Eastern Standard Time
Bidders' Conference	<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	90 days

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. It is not anticipated that funds will be distributed equally between the two countries, but rather on a needs basis.

Purpose

CATALYZE is issuing this RFP to select a partner to assist with raising grant funding for the CATALYZE Asia Social Protection Pooled Fund. A complete scope of work is attached as Annex A.

Type of Contract

The expectation is that the selected partner ("Subcontractor") will develop and implement the strategy for raising \$10 to \$15 million US Dollars in grant funding to fund the CATALYZE project's activities in southeast Asia. CATALYZE intends to issue a Fixed Price performance-based 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 anticipated period of performance is October 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 securing grants for non-profits and for-profits in southeast Asian countries, particularly Indonesia and the Philippines.

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

Instructions to Offerors

Organizations or individuals interested in responding to this RFP (“Offerors”) are requested to provide a Technical Proposal and a Cost Proposal.

Questions about this RFP should be directed to catalyze.procurements@thepalladiumgroup.com by 11:59pm Eastern Standard Time on September 15, 2023.

1. Technical Proposal

For the Technical Proposal, the Offeror must submit a Microsoft Word document with the following information within the stated page limits by 11:59pm Eastern Standard Time on September 22, 2023.

Content	Number of pages
<p>Cover Page</p> <p>Include your name, address, website, and the name and contact information of a Representative or Point of Contact (POC). The Offeror must have a Unique Entity Identification (UEI) number or obtain one within 5 days of being notified of selection (additional information can be found here: https://sam.gov/content/duns-uei). The cover page should be signed.</p>	1 page
<p>Background and Individual/Organizational Capacity</p> <p>Briefly comment on your interest in this project and expertise in mobilizing funds for social protection programs, particularly in Indonesia, the Philippines, or other countries in southeast Asia. If applicable, provide an org chart.</p>	1-2 pages
<p>Experience and Capability Statement</p> <p>Demonstrate expertise in:</p> <ul style="list-style-type: none"> • Developing a fundraising strategy • Implementing a fundraising campaign • Grant and proposal writing • Building strategic long-term partnerships with various private sector actors, especially philanthropic organizations • Mobilizing millions of US Dollars in grant funding for social protection initiatives (provide amounts and source) 	2-3 pages
<p>Relevant Projects</p> <p>Describe your funding network and previous projects demonstrating relevant expertise. Provide details of recent successful fundraising campaigns, including amounts raised, sectors and, as appropriate, identify of funders and recipients.</p>	1-2 pages
<p>Fundraising Strategy</p> <p>Describe your strategy for the fundraising campaign. Explain the proposed approach for donor research, donor relationship building, and pitching. Comment on your vision for the relationship with CATALYZE and the Fund’s Fiscal Sponsor (e.g., support and information needed, which organizations are eligible to receive funds, financial and nonfinancial information shared, etc). If applicable, describe your organization’s team composition, highlighting roles, responsibilities, and reporting structure. Emphasize strategies to improve administrative procedures with a view to increase efficiency and maximize impact. If</p>	1-3 pages

applicable, include the names of the proposed key personnel. The proposed key personnel's CVs should be provided as Annexes.	
References Provide the name and contact details for three referees familiar to your fundraising work	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. 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.

Offerors 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 not have any active exclusions from 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

(2a) 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, capability, funder network, and infrastructure to successfully provide fundraising services as described in the RFP.	Technical Proposal and key personnel's CVs	30
The Offeror demonstrates it has expertise mobilizing funds for distribution to non-profit and for-profit entities in Indonesia and/or the Philippines as well as maintain accurate records.	Technical Proposal	20

The Offeror clearly demonstrates expertise in fiscal controls and record keeping.	Technical Proposal	20
The proposed Fundraising Strategy is clear, realistic, and well thought out. The Offeror demonstrates an understanding of the scope of work and developed a strategy to provide the services required to raise at minimum 10 million USD in grant funding for the CATALYZE Asia Social Protection Pooled Fund.	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 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.procurments@thepalladiumgroup.com

Annex A: Scope of Work – Fundraising and Business Development Manager of the CATALYZE Asia Social Protection Pooled Fund

Place of Performance: Global

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

I. Background

Palladium is implementing the USAID CATALYZE project in Indonesia and the Philippines to fund underfinanced social initiatives and achieve various development outcomes. As part of the CATALYZE project, Palladium must mobilize 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 using USAID as the structure's anchor funder.

CATALYZE is seeking to engage a partner to raise grant funding to implement its activities in southeast Asia. The expectation is that the selected partner ("Subcontractor") will orchestrate and lead the process for mobilizing grant funding from philanthropic organizations.

The Subcontractor should be willing to: (1) mobilize charitable contributions, donations, and grants (funds) from third party donors on behalf of CATALYZE in connection with its programs in Indonesia and the Philippines; (2) develop and lead the implementation of a fundraising strategy for the CATALYZE Asia Social Protection Pooled Fund, (3) identify, develop, and build long-lasting relationships with donors, and (4) provide consulting, advisory, adaptive management, and administrative support services as required.

II. Responsibilities of the Fundraising and Business Development Manager

As the party responsible for developing and implementing the CATALYZE Asia Social Protection Pooled Fund's fundraising strategy, the Fundraising and Business Development Manager will:

- Outline a strategy to raise \$10 to \$15 million US Dollars from philanthropic donors between October 2023 and September 2026, with distribution beginning in 2024
- Conduct donor research
- Prepare grant proposals and develop and present pitching materials on behalf of the fund
- Organize and facilitate pitch meetings with prospective donors
- Liaise with donors to facilitate processing and reporting of donations
- Provide CATALYZE and the Fund's Fiscal Sponsor with monthly reports reflecting amounts raised
- Assist CATALYZE in developing and submitting program reports to USAID

It is envisioned that the Pooled Fund will be managed by a Fiscal Sponsor, which will be identified and selected through a separate procurement. This may or may not be the same entity as the Fundraiser selected through this solicitation. Additionally, the Subcontractor will not be expected to provide capacity building or advisory services to grantees.

III. Illustrative Deliverables and Payment Schedule

The payment structure of this contract will be a mix of deliverables-based fixed payments and performance-based payments. CATALYZE will negotiate the final structure with the selected offeror(s), ensuring that performance metrics are clearly defined and measurable. Offerors are highly encouraged to propose their own deliverables and payment schedule.

Deliverable	Deadline	Payment Amount
Fixed/Milestone-based Deliverables		
Outline of strategy for fundraising	3 weeks from award date	10% of contract

Donor research and pipeline	5 weeks from award date	20% of contract
Grant proposal forms and pitch materials	8 weeks from award date	5%
Final report detailing funds raised and disbursed	One month prior to end of contract	5%
Performance-based Deliverables		
Incentive fee for donations raised, to be paid at milestones of each \$1M raised	6 weeks after award date + ongoing	\$\$ per \$1M raised, ceiling of 60% of contract