

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-217772-WBR-2023-0397
RFP Issue Date:	November 22, 2023
Terms of Reference / Specifications:	
Project	CATALYZE Innovative Blended Finance
The Company	Palladium International, LLC
Country of Performance	El Salvador
Closing Date and Time	December 1, 2023
Questions Deadline	<input type="checkbox"/> Accepted at catalyze.procurements@thepalladiumgroup.com by November 29, 2023 <input type="checkbox"/> N/A
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 and maria.furtado@thepalladiumgroup.com <input type="checkbox"/> In hard copy (sealed bids) at the Palladium office
Offer Validity Period	6 months from submission

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

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

The CATALYZE Blended Finance Mechanism is a \$250 Million, 8-year contract (5-year base period, with a single 3 year option period) which uses a facilitated partnership model to craft solutions to crowd in \$2 Billion in blended finance (i.e. blended concessional and commercial finance) to USAID partner countries and initiatives. CATALYZE allows USAID Bureaus and Missions to efficiently deploy investment facilitation solutions that respond to the needs of specific sectors, issues, and geographies. Initial programs focus on education finance to implement sustainable education business models serving low-income communities, and achievement of the W-GDP objectives, but the mechanism can be applied to any development challenge or region.

Purpose

The purpose of this RFP is to hire a short-term consultant to provide support during a grants and procurement surge for the WBR team. The consultant will oversee technical assistance service providers in support to 4-6 banks in El Salvador, while also preparing all necessary documents, reviewing proposals and generating source selection memos, drafting contract documents, and conducting due diligence. The consultant will be responsible for tracking grant and procurement progress, ensuring that the project is on track.

A complete scope of work is attached as Annex A.

Type of Contract

Palladium intends to issue a deliverables-based subcontract to the selected offeror.

Anticipated Contract Period of Performance

December 6, 2023 – February 29, 2024

Place of Performance

The activities to be performed under this contract can take place in any country, aiding the home office located in Washington D.C.

Instructions to Offerors

CVs and Daily Rates must be submitted by email no later than the time and date specified on the cover page.

1. CV

For the technical proposal, the offeror must submit a CV with the following information:

- (a) Background on the individual and relevant expertise (max 2 pages)
- (b) Contact details for three referees (max 1 page)

2. Daily Rate

Please submit daily rate value for salary calculations.

Submission of Offers

Electronic proposals must be submitted by sending an email the technical proposal and the RFP number in the subject lines. Ensure all required documents are attached. The RFP number can be found on the cover page.

Offers received past the deadline stated on the cover page will be deemed non-responsive and will not be considered for award.

Evaluation and Award Process

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

- (1) The first set of criteria is graded on a pass/fail basis. Offerors must meet the following minimum eligibility qualification criteria as provided below:

	Requirement	Supporting Documentation
(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 proposal will be evaluated according to their fulfilment of the preferred requirements for the position, as listed in the Scope of Work. Competencies in these areas must be described in the cover letter and CV.

- (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
- Compliance with USAID cost principles for individual consultants

Palladium reserves the right to award under this solicitation without further negotiations. The 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.procurements@thepalladiumgroup.com

Annex A: Scope of Work

A. COMPANY OVERVIEW

Palladium International LLC is a leading global consulting firm that manages nearly \$2 billion in donor-funded projects in more than 90 countries while simultaneously providing management consulting advice to private sector firms and local and national governments throughout the world. It is well-known for its work in private sector development, market systems, innovative/inclusive finance, and the formation of public-private alliances. Palladium adds value by aligning business interests with development objectives, leveraging donor resources with commercial assets and vice versa. This market-driven approach ensures interventions are impactful, inclusive, and address the root causes of today's biggest development challenges while also being sustainable beyond the life of a particular donor-funded program.

B. PROJECT AND BUY-IN OVERVIEW

Palladium International, LLC is implementing the \$250 million, 8-year USAID CATALYZE contract which offers a facilitated partnership model that will craft solutions to crowd in \$2 billion in blended finance (i.e. blended concessional and commercial finance) to USAID partner countries; it can work in any development sector or region.

Launched in October 2019, CATALYZE is a buy-in mechanism that allows USAID Bureaus and Missions to efficiently deploy investment facilitation solutions that respond to the needs of specific sectors, issues, and geographies. The CATALYZE platform can:

- Develop a pipeline of financeable transactions in target geographies and sectors;
- Link financeable opportunities to sources of capital, structure funds, and close complex transactions;
- Support new financial intermediaries in developing countries to build or strengthen local financial ecosystems; and
- Identify and assess blended finance approaches.

Under the USAID CATALYZE project, the CATALYZE Women Building Resilience (WBR) activity is working to mobilize \$30 million for women-owned small and medium enterprises to help close the gender financing gap.

C. OBJECTIVE/PURPOSE

CATALYZE WBR is currently seeking surge support from a consultant for the advertisement, selection, and execution of a series of procurements and grants. The consultant must oversee procurements for subcontractors supporting CATALYZE WBR's four (4) bank partners in El Salvador. The surge support consultant will lead preparation of request for proposals (RFP) and associated procurement documentation, managing the RFP review process, draft subcontracts and associated documentation, undertake due diligence, and facilitate on-boarding of new subcontractors. A full list of responsibilities can be seen below.

D. TASKS AND RESPONSIBILITIES

Procurement tasks:

- CATALYZE WBR will support four (4) banks in El Salvador in implementing a range of activities designed to increase access to finance for W-SMEs. These technical assistance procurements are divided into two phases: phase 1 – initial market research to refine technical assistance offering and phase 2 – procurement of technical assistance provider. WBR has already completed a majority of the tasks in phase 1. Thus, the consultant’s main responsibilities related to both phases of these procurements for each bank are as follows:
- Assist in drafting scopes of work and RFPs with technical inputs from Palladium, as well as associated procurement documentation
- Convene the technical evaluation committee
- Conduct cost and price analysis
- Notify apparently successful applicant(s) and unsuccessful applicant(s)
- Conduct due diligence and liaise with awardees to ensure all additional due diligence paperwork is filled out (such as anticorruption questionnaires, certifications and representations forms, FFATA form)
- Document selection in source selection negotiation memo
- Draft consultancy/subcontract agreements
- Assist the WBR team in overseeing the progress made by subcontractors
- Prepare payment documents for processing

E. QUALIFACTIONS

The consultant should have the following qualifications:

- At least 7 years of experience managing grants and subcontracts from RFP stage through to award
- Knowledge of USG regulations regarding grants and subcontracts (including FAR, CFR, AIDAR)
- Experience working on USAID-funded projects in the LAC region, with preference for experience working on finance projects
- Ability to work on documents in both English and Spanish

F. DELIVERABLES

Each month, the Consultant will deliver a one-page document summarizing work completed in performance of the scope of work. To be accepted, the deliverable must include as an annex all documents in support of the above-listed tasks that the consultant has prepared.

#	Deliverable description	Criteria for Acceptance	Deadline (five days after end of each month)	Authorized Acceptance Representative of Palladium	Payment Amount

1	<ul style="list-style-type: none"> Summary report of tasks undertaken Kick off presentations for 2 grants 	To be accepted, the deliverable must include all tasks that were performed with supporting documentation as an annex	January 6, 2023	Kathleen Wilson	1/3 of total payment
2	<ul style="list-style-type: none"> Summary report of tasks undertaken Finalized SOWs and posted RFPs for enhancing loan officer capacity and building a virtual community of women-owned SMEs, developing a customer value proposition (CVP) for women-owned SMEs, the nearshoring Assessment, gender diagnostics in Sri Lanka, and supporting the implementation of MS4G's Gender Action Plan. 	To be accepted, the deliverable must include all tasks that were performed with supporting documentation as an annex	February 6, 2024	Kathleen Wilson	1/3 of total payment
3	<ul style="list-style-type: none"> Summary report of tasks undertaken Signed contracts and kick off presentations for enhancing loan officer capacity and building a virtual community of women-owned SMEs, developing a customer value proposition (CVP) for women-owned SMEs, the nearshoring Assessment, gender diagnostics in Sri Lanka, and supporting the implementation of MS4G's Gender Action Plan. 	To be accepted, the deliverable must include all tasks that were performed with supporting documentation as an annex	March 6, 2024	Kathleen Wilson	1/3 of total payment

G. MONITORING

The Consultant will be overseen by Kathleen Wilson, Senior Manager, CATALYZE. She and the CATALYZE WBR Activity Lead and Associate will provide technical inputs where required on documents and will do final document reviews.

H. PERIOD OF PERFORMANCE AND DELIVERY TIMING

The period of performance of this consultancy will be December 6, 2023 to March 6, 2024.