

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-Ethiopia-2024-0110
RFP Issue Date:	30 September 2024
Terms of Reference / Specifications:	Positive Impact Case Study Data Collection
Project	CATALYZE MS4G
The Company	Palladium International, LLC
Country of Performance	Ethiopia
Closing Date and Time	14 October 2024
Questions Deadline	<input checked="" type="checkbox"/> Accepted at ethiopiams4g.procurement@thepalladiumgroup.com by October 7, 2024, at 17:00 EAT <input type="checkbox"/> N/A
Bidders' Conference	<input checked="" type="checkbox"/> Questions and Answers will be posted on the CATALYZE website on October 10, 2024 <input type="checkbox"/> N/A
Details for Submission	Submissions will be accepted: <input checked="" type="checkbox"/> Electronically: email to ethiopiams4g.procurement@thepalladiumgroup.com
Offer Validity Period	60 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

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.

BACKGROUND

USAID CATALYZE MS4G Ethiopia is an activity designed to benefit the Ethiopian people, build community resilience, and strengthen rural-urban linkages in the areas of food security, and Water, Sanitation, and Hygiene (WASH). MS4G invests in developing relationships with private sector players, co-investing in inclusive business models, advisory services, digital solutions, and market-based initiatives that increase the resilience and sustainability of Ethiopian enterprises and employment for women and youth.

To respond to the challenge of fertilizer access and affordability in Ethiopia, that was caused by Russia's war with Ukraine, in 2022, USAID and MS4G designed a two-year activity that was meant to be complementary to the existing MS4G program. This activity is known as "Ukraine Supplemental Programming" or "fertilizer programming" and was designed to quickly address short-term constraints inhibiting farmers' access to fertilizer, with an emphasis on providing access to finance, and strengthening Ethiopian's market system for fertilizer to increase resilience and self-reliance in the long-term. These were organized into two separate Results Areas:

- Result Area 1: Increase smallholder farmers' access to fertilizer
- Result Area 2: Enhance the resilience of the Ethiopian fertilizer market and supply chain

The fertilizer programming was designed to leverage existing approaches, tools, and relationships that MS4G had established over two previous years of project implementation and learning. Notably, this included embedding pay for results (P4R) style grants and sub-contracts to facilitate immediate and targeted lending and technical support from local partners, such as financial institutions and business advisory service providers (BASPs). It also was designed to deliver MS4G's strong focus on providing skills and jobs to women and youth, and an explicit mandate to extend into the secondary cities of Ethiopia. While the fertilizer programming aligned with the broader MS4G program, it also delivered key programmatic innovations and adaptations to address the unique challenges of the fertilizer sector in Ethiopia – including a new debt restructuring program, which worked with banks to return loans that were at risk of default to good standing – effectively saving agricultural SMEs. The fertilizer programming also provided grants directly to fertilizer producer SMEs to expand their business operations to provide greater volume of fertilizer products on the market across a wider geographic area.

Purpose

MS4G program seeks proposals from qualified consultants/firms to collect the perception of project participants on the value that was generated by specific activities conducted under MS4G. Potential respondents to this assessment are participants of activities conducted under MS4G's fertilizer activities (funded by the Ukraine Supplemental Economic Support Fund). For this assessment, "value" is defined broadly – and where possible should be quantified. The data collected by this assessment firm will be used by the MS4G team to develop a "Positive Impact Case Study" – which will use the responses from

participants of this assessment to analyze the project's value to participants, the overall impact, and the likelihood of sustainability. A complete scope of work is attached as Annex A.

Type of Contract

Palladium intends to issue a Firm Fixed Price subcontract to the selected offeror.

Anticipated Contract Period of Performance

The anticipated contract period will be for a maximum of five (5) weeks from the date of contract signing.

Place of Performance

The activities to be performed under this contract will take place in Ethiopia. Services must be provided by Ethiopian registered companies or consultants and speak fluent Amharic and/or other local languages.

Key Deliverables, Timeline and Percentage of Payment

As part of the Firm Fixed Price subcontract, the subcontractor may receive multiple payments based on the completion of and MS4G's approval of deliverables. Deliverables must meet all requirements to be able to receive full payment. The details of each deliverable will appear in a table as follows:

Deliverable #	Report and Deliverable	Deadline	Payment Amount
1) Assessment Plan and Methodology	The assessment plan and methodology should lay out the specific methodology that they intend to use to collect information from each actor type, the timeline for each (expressed in a Gantt chart), and persons / individuals responsible the sampling sizes for those actor types where there is a sample used.	1 week after signed agreement	20%
2) Data Set	Full data set (qualitative and quantitative) broken down by research question, actor type, actor name, sex/age of respondent, region, zone and woreda.	4 weeks after signed agreement	20%
3) Draft Assessment Report	A document that consolidates and summarizes the findings by result area, actor type, and type of value as appropriate. It should be well written and easy to translate into a broader case study format. It should also reflect on and explain any variations from the assessment plan and methodology.	4 weeks after signed agreement	25%
4) Final Assessment Report	Final version of deliverable 3, after review by MS4G team.	5 weeks after signed agreement	35%
TOTAL			100%

The above table is illustrative, and offerors may suggest different deliverables.

Instructions to Offerors

Separate technical and cost proposals must be submitted by email no later than the time and date specified on the cover page.

1. Technical Proposal

For the technical proposal, the offeror must submit:

- (a) Cover letter with the following information:
 1. Firm contact info and address
 2. Type of company or organization
 3. UEI Number (Company must have a UEI number or obtain one within 5 days of being notified of selection)
 4. Signed by an authorized representative of the company
- (b) A technical proposal of no more than 7 pages, with the following sections:
 - **Technical Competency** (2 pages maximum) - Offerors should detail their organization's relevant technical experience and expertise in offering the prescribed services as outlined in Annex A: Scope of Work.
 - **Technical Approach** (3 pages maximum) - Offerors should detail their organization's proposed approach to meeting the requirements of the RFP and the deliverables schedule outlined in Annex A: Scope of Work. To the extent possible, this technical approach should reflect on the offeror's past experience of contextualized technical assistance for various businesses at the same time.
 - **Implementation Plan** (1 page maximum); In a Gantt chart or tabular form, present a proposed implementation plan for delivering on the requirements of this RFP.
 - **Staffing Plan** (1 page maximum). Provide a summary of staff capacity. Offerors are encouraged to include key staff CVs as an annex to the technical proposal.
- (c) Contact details for three referees (max 1 page)
- (d) All supporting documentation specified below in the pass/fail evaluation criteria.

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

Offers must submit a cost proposal. MS4G has included a budget template as Attachment 1. The cost proposal consists of:

- (a) Budget in Microsoft Excel with all formulas visible (unlocked)
- (b) Budget Narrative in Microsoft Excel with all cost assumptions and explanations

Key assumptions

- Budget in Ethiopian Birr or US Dollars (if USD, must have an existing USD bank account).
- 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.
- Accompanying Word Document with all cost assumptions and explanations.
- Clear and detailed assumptions and explanations for each cost component in the budget proposal (Budget Narrative sheet of the budget template).

The selected offeror will be required to complete the Due Diligence Questionnaire (Attachment 2) and provide a UEI number within 5 days of being notified of selection.

Submission of Offers

Electronic proposals must be submitted by sending two separate emails, one for technical proposal and one for cost proposal with the RFP number in the subject lines. 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 and provide supporting documentation:

	Requirement	Supporting Documentation
(a)	Must be a registered legal entity in Ethiopia for a minimum of one year	Copies of Commercial Registration, Renewed Business License, TIN Certificate, VAT Certificate (if applicable) or articles and memorandum of associate
(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 (Palladium will do the verification)
(C)	Company must not have a controlling interest held by a government, government agency, or agent there off	Declarative statement

- (2) If these minimum criteria are met, the offeror's technical proposal will be evaluated as follows with the following weighting:

Evaluation Criteria	Documents Evaluated	Points
Technical Competency	<ul style="list-style-type: none"> Extent to which the offeror’s experience, capabilities, and existing service offerings align with the services outlined in the scope of work (SOW). 	30%
Technical Approach	<ul style="list-style-type: none"> Extent to which the offeror’s technical approach demonstrates an understanding of MS4G’s service needs for tasks and deliverables outlined in the SOW. Extent to which the offeror’s technical approach provides a compelling case that the offeror will be able to feasibly and effectively deliver the tasks and deliverables outlined in the SOW. 	30%
Implementation Plan	<ul style="list-style-type: none"> Extent to which the offeror’s implementation plan presents a feasible approach. 	20%
Staffing Plan	<ul style="list-style-type: none"> Extent to which the offeror plans to mobilize the right mix of staff resources to meet the requirements and timeline of the scope of work and ensure successful support in a high-impact services to MS4G and selected innovators in a cost-efficient manner. 	20%
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 requirements
- 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. 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 – Budget Template
- Attachment 2 – Due Diligence Questionnaire
- Attachment 3 – FFATA Form

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

A. Objective

The objective of this assignment is to select one (1) assessment firm (hereafter “the consultant”) to collect the perception of project participants and ecosystem actors on the value generated by specific activities conducted under MS4G and quantitative data on the value generated. Potential respondents to this assessment are participants of activities conducted under MS4G’s fertilizer activities (funded by the Ukraine Supplemental Economic Support Fund). For this assessment, “value” is defined broadly – and where possible should be quantified. The data collected by this assessment firm will be used by the MS4G team to develop and write a “Positive Impact Case Study” – which will use the responses from participants of this assessment to analyze the project’s value to participants, the overall impact, and the likelihood of sustainability.

B. Background

To respond to the challenge of fertilizer access and affordability in Ethiopia, that was caused by Russia’s war with Ukraine, in 2022, USAID and MS4G designed a two-year activity that was meant to be complementary to the existing MS4G program. This activity is known as “Ukraine Supplemental Programming” or “fertilizer programming” and was designed to quickly address short-term constraints inhibiting farmers’ access to fertilizer, with an emphasis on providing access to finance, and strengthening Ethiopian’s market system for fertilizer to increase resilience and self-reliance in the long-term. These were organized into two separate Results Areas:

- Result Area 1: Increase smallholder farmers’ access to fertilizer
- Result Area 2: Enhance the resilience of the Ethiopian fertilizer market and supply chain

The fertilizer programming was designed to leverage existing approaches, tools, and relationships that MS4G had established over two previous years of project implementation and learning. Notably, this included embedding pay for results (P4R) style grants and sub-contracts to facilitate immediate and targeted lending and technical support from local partners, such as financial institutions and business advisory service providers (BASPs). It also was designed to deliver MS4G’s strong focus on providing skills and jobs to women and youth, and an explicit mandate to extend into the secondary cities of Ethiopia (e.g., Hawassa, Bahir Dar, Mekelle, Jimma, Adama, Gondar, Dire Dawa). While the fertilizer programming aligned with the broader MS4G program, it also delivered key programmatic innovations and adaptations to address the unique challenges of the fertilizer sector in Ethiopia – including a new debt restructuring program, which worked with banks to return loans that were at risk of default to good standing – effectively saving agricultural SMEs. The fertilizer programming also provided grants directly to fertilizer producer SMEs to expand their business operations to provide greater volume of fertilizer products on the market across a wider geographic area.

C. Methodology and Activities

The Consultant should gather information from the following actors, organized by their result or technical workstream. Note that sampling will be required for the larger groups, but for those types with smaller numbers, MS4G expects the consultant to speak to all of the actors involved.

ACTOR TYPE	RESULT AREA	TOTAL (N)	SAMPLING REQUIRED
Financial Institutions participating in the targeted lending program	1	7	No

Financial Institutions participating in the debt restructuring program	1	7	No
Recipients of targeted lending program	1	6,154*	Yes
Recipients of debt restructuring program	1	358**	Yes
Business Advisory Service Providers (BASPs)	2	6	No
SME recipients of BASP support (i.e., One Stop Shops, and Fertilizer SME producers)	2	60	Yes
Direct Grantees (Fertilizer SME producers)	2	17	No
• Subset: SMEs supported by our Direct Grantees	2	20***	No
Extension agents, other agricultural workers	2	1,399	Yes
OSS and Agro dealers	2	259	Yes
Farmers, lead farmers, etc.	2	16,144	Yes

* As of the end of Q3, 2024

** This is from three of the seven participants of DR, may be higher by the time of starting the assessment.

*** One grantee had a business model supporting 20 SMEs to produce compost.

Research Questions:

1. For each type of actor that participated in the fertilizer activity, MS4G seeks to gain understanding over their perception of “new value” that was generated because of their participation in this program. It should be noted that new value can be defined in whatever way the participant thinks it is – and can be classified as economic, social, or environmental value. To the extent possible, the consultant should measure and characterize the overall value that was perceived to be created.

The assignment will then seek to answer the following research questions:

- How does each actor type define “new value”?
- Can this type of new value be quantified? If so, what is the quantity?
- What are some examples of what new value represents to each type of actor (either observed or experienced)?
- How much new value has been created by each of the key actor types? (Can be disaggregated by economic, social, environmental categories, or others).

While MS4G is eager to learn the unfiltered perceptions of each of the actor types, some illustrative examples of potential types of new value that they may reference include the following:

- # of employees before/after the activity
- # of SME clients overall, and female SME clients they have before/after
- \$ of income / sales / revenues for their firm (or financial institution)
- \$ value of new loans made
- Income / profits reported to tax authority
- Value of portfolio of SME/women clients before/after the activity
- Changes in client sourcing or monitoring protocols
- Expanded service offering
- Expanded production capacity and services offered
- Increased productivity (i.e., yields, income)
- Expansion of business and distribution networks to new geographic areas
- Improvement in product packaging, labelling and branding

- Integration with the government extension systems
- Increased awareness and knowledge of the farming community
- Application of new and improved management practices or technologies
- Improved soil fertility and the environment
- Others, as observed or recorded

Consultant should note that MS4G has several resources and documents that contain some of this data that has been collected through routine M&E activities. The consultant should review such relevant documents to inform the data collection process and tools.

2. MS4G seeks to gain an understanding on how many farmers have started using any of the non-chemical fertilizer products promoted (liquid, compost, bio fertilizer, vermicompost, bio slurry) as a result of participating in MS4G fertilizer activities. Moreover, MS4G needs to gain a better understanding of the benefits the farmers have seen or are seeing after using these products (exp. improved soil health, increased production, etc.).

Methodology: The Consultant should propose a methodology that will best achieve the responses to these research questions. We expect this will include some level of interviews conducted either remotely or in person with the actors involved.

Expertise Required: The Consultant should have experience in conducting various types of impact assessments and studies and should have experts who are well versed in the various technical areas or economic sectors (agriculture, fertilizer, access to finance, enterprise development, and/or other similar or related areas of study).

D. Deliverables

Deliverable 1: Assessment Plan and Methodology. Within one (1) week of signing the sub-contract, the consultant should submit An Assessment Plan and Methodology. The Assessment Plan and Methodology should lay out the specific methodology that they intend to use to collect information from each actor type, the timeline for each (expressed in a Gantt chart), and persons / individuals responsible the sampling sizes for those actor types where there is a sample used. This should be an expanded version of the proposal that is submitted to this RFP and should be informed by the document review.

Deliverable 2: Data Set. Four (4) weeks from the signing of the sub-contract, the consultant should submit to MS4G the full data set (qualitative and quantitative) broken down by research question, actor type, actor name, sex/age of respondent, region, zone and woreda.

Deliverable 3: Draft Assessment Report. This document should consolidate and summarize the findings by Result Area, Actor Type, and Type of Value as appropriate. It should be well written and easy to translate into a broader case study format. It should also reflect on and explain any variations from the Assessment Plan and Methodology. It should be submitted four (3) weeks from the approval of the Assessment Plan and Methodology and (4) weeks from the signing of the sub-contract.

Deliverable 4: Final Assessment Report. After review by the MS4G team, this document should consolidate and summarize the findings by Result Area, Actor Type, and Type of Value as appropriate. It should be well written and easy to translate into a broader case study format. It should also reflect on and explain any variations from the Assessment Plan and Methodology. It should be submitted four (4) weeks from the approval of the Assessment Plan and Methodology and (5) weeks from the signing of the sub-contract.