



Request for Proposals

RFP #004

For the provision of

Approaches to Quantifying the Cost of Prohibited and Restricted Foreign Investments Sectors

Contracting Entity:

USAID Economic Reform Activity (ERA)
Building no.6, Nouh Ar-Romi street, Sweifieh
Amman, Jordan

Funded by:

United States Agency for International Development (USAID)

Funded under:

Jordan Economic Reform Activity

Prime Contract Number IDIQ No. 72027821D00003, TO No. 72027822F00001

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact tabubaker@jordanera.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

RFP Table of Contents

List of Acronyms

Section I Instructions to Offerors

- I.1 Introduction
- I.2 Chronological List of Proposal Events
- I.3 Offer Submission Requirements
- I.4 Eligibility Requirements
- I.5 Source of Funding, Authorized Geographic Code, and Source and Origin
- I.6 Validity Period
- I.7 Instructions for the Preparation of the Proposal
- I.8 Evaluation and Basis for Award
- I.9 Negotiations
- I.10 Terms of Subcontract
- I.11 Insurance and Services
- I.12 Privity

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverables
- II.4. Deliverables Schedule

Section III Firm Fixed Price Subcontract (Terms and Clauses)

- Annex 1 Proposal Cover Letter
- Annex 2 Guide to Creating Financial Proposal and Sample Budget
- Annex 3 Required Certifications (Attachment)
- Annex 4 UEI and SAM Registration Guidance
- Annex 5 Sales Tax Exemption Letter (Attachment)

List of Acronyms

AIDAR	Agency for International Development (USAID) Acquisition Regulation
CBJ	Central Bank of Jordan
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DBA	Defense Base Act
EMV	Economic Modernization Vision
FAR	Federal Acquisition Regulations
FDI	Foreign Direct Investment
GDP	Gross Domestic Product
GoJ	Government of Jordan
LOE	Level of Effort
MEDEVAC	Medical Evacuation
OECD	Organization for Economic Co-operation & Development
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
SOW	Scope of work
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Jordan	USAID Mission in Jordan
USG	U.S. Government
VAT	Value Added Tax

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Economic Reform Activity (ERA), under contract number IDIQ No. 72027821D00003, Task Order No. 72027822F00001 is soliciting offers from companies and organizations to submit proposals to participate with USAID ERA to carry out a thorough economic impact assessment for maintaining restrictions on FDI in the wholesale, retail and distribution sector in Jordan.

The Jordan Economic Reform Activity Task Order 1 (ERA TO1) is a 5-year, \$54 million program funded by USAID, which aims to support the Government of Jordan (GOJ) to prioritize and implement economic reforms. Through coordination with the GOJ, the Jordanian and international private sector, other donors, and Jordanian civil society, ERA TO 1 will (1) advance economic reforms, (2) strengthen the business enabling environment, (3) increase exports and local, regional, and international investments, and (4) respond to emerging priorities.

The overall objective of the ERA is to accelerate Jordan's sustainable growth, led by increased exports and investment and through a strong, stable business enabling environment by strengthening the capacity of the Government of Jordan (GoJ), targeted institutions, competitiveness of anchor firms and the private sector.

The selected subcontractor will develop an in-depth economic impact assessment to quantify the costs of maintaining FDI restrictions on the wholesale, retail and distribution sector in Jordan and how these policies affect the country's performance on the OECD's FDI Regulatory Restrictiveness Index, which is an explicit goal under the Investment Driver in the Economic Modernization Vision (EMV) Executive Program 2023-2025. Throughout the process, the subcontractor is expected to build the capacity of GoJ representatives and staff from relevant ministries on conducting economic impact assessments so that they can be conducted by the ministries' level in the future.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions** to Offerors, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must

strictly follow these deadlines.

RFP announcement	April 24, 2023
RFP published	April 24, 2023
Deadline for written questions	April 30, 2023
Answers provided to questions/clarifications	May04, 2023
Proposal due date	May 15, 2023

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Procurement@ERATO1.com no later than 04:00 PM April 30, 2023. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the USAID Economic Reform Activity project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by the date and time and complying with the instructions as provided in [Section I.3](#).

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the USAID Economic Reform Activity office within 2 days of receiving notification.

Subcontract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.3. Offer Submission Requirements

Emailed offers must be received no later than **May 15, 2023**, at the following address:

ERA Procurement Team
Procurement@ERATO1.com

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

Separate technical and cost proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

Offerors wishing to respond to this RFP must submit proposals, in English, on A4 sized paper, 12-point Times New Roman font, single-spaced, in accordance with the following instructions.

All proposals must be submitted in two volumes, consisting of:

- Volume 1: Technical proposal
- Volume 2: Cost proposal

Offers must be received by the date and time specified in I.2.

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or be signed using e-signatures.

*Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Eligibility Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

Chemonics anticipates issuing a subcontract to a consortium between U.S. firm or organization, and local Jordanian firm/think tank provided that the US firms is legally registered and recognized under the laws of the U.S. and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, university, in a consortium with private Jordanian firm/ think tank.

The service provider/company must have:

- A team of economists with a solid understanding of economic theory, data analysis, and modeling techniques.
- Sstatisticians with experience in data analysis, sampling, and econometric modeling.
- A track record of conducting Economic Impact Assessments (EIA)s for similar projects or in similar industries.
- Access to a wide range of data sources, including government databases, surveys, and other relevant sources of economic data.

Excellent communication skills to be able to clearly present their findings and conclusions to stakeholders in a way that is easily understood.

The award will be in the form of a firm fixed price subcontract (hereinafter referred to as “the subcontract”). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws the United States upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in the United States at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

I.5. Source of Funding, Authorized Geographic Code,

- a) Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Jordan.

- b) Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a

resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

- c) Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.
- d) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a [withhold release order](#) (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below. NOTE: Offerors may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.
- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
 - Xinjiang Daqo New Energy (polysilicon, wafers)
 - Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
 - Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
 - Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier)

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of those above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

I.6. Validity Period

Offerors' proposals must remain valid for 90 calendar days after the proposal deadline.

I.7. Instructions for the Preparation of the Proposal

1. Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this RFP, which confirms organizational information and consent to the validity of this proposal.

2. Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

- Part 1: Technical Approach, Methodology. This part shall be between [7] and [10] pages long but may not exceed [12] pages.
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between [5] and [7] pages long but may not exceed 7 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

- 1. Project Manager/Team Lead.**
- 2. Senior Economists/Econometricians**
- 3. Research Analysts**

- Part 3: Detailed work plan and timeline, Corporate Capabilities, Experience, and Past Performance. This part shall be between [5]and [8] pages long but may not exceed 10 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, offerors must include 5 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

1. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items as well as a budget narrative. Please refer to Annex 2 for detailed instructions and a sample cost structure.

No profit, fees, taxes, or additional costs may be added after award. Because The Economic Reform Activity is a USAID funded project and is implemented under a bilateral agreement between the Jordan and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal. USAID has provided an exemption letter to this effect, a copy of which is included in Annex 5.

I.8 Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the Economic Reform Activity project. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach and Methodology		
	Technical know-how – Chemonics will assess whether the proposal explains, understands, and responds to the objectives of the project as stated in the Scope of Work	15 points
	Approach and Methodology – Chemonics will assess whether the proposed approach and detailed activities fulfill the requirements of executing the Scope of Work effectively and efficiently.	15 points
	Capacity Building Approach – Chemonics will assess whether the proposal and portfolio demonstrates the offeror’s sound approach in building the capacity of Government of Jordan staff in implementing Economic Impact Assessments (EIAs) and adopting the tools utilized in the analysis.	15 points
Total Points – Technical Approach		45 points
Management, Key Personnel		
	<p>Personnel Qualifications – Chemonics will evaluate the curriculum vitae (CVs) of the proposed Key personnel with the following qualifications:</p> <p>1. <u>Project Manager/Team Lead</u></p> <ul style="list-style-type: none"> • Master’s degree in economics, econometrics, statistics, research methods, or any related field. • Experience in research, analysis, and reporting. • Proven experience in quantitative and qualitative research. 	30 Points

- Sound knowledge of Jordan’s economy and its standing on macroeconomic and socio-economic indicators.
- Excellent communication, presentation, and writing skills.
- Flexible team player with the ability to also work independently.

2. Senior Economists/Econometricians

- Master's degree or a Ph.D. in economics, econometrics, or a related field is typically required. Candidates with a strong academic background and research experience are preferred.
- Experience in applied economics and econometrics, as well as experience in conducting economic research, economic impact assessments, analyzing data, developing models, and presenting findings to stakeholders.
- Strong analytical skills and be proficient in using statistical software and econometric techniques. Experience in regression analysis, time-series analysis, and forecasting.
- Excellent communication skills and be able to present complex economic concepts to a variety of stakeholders. They should be able to write reports, prepare presentations, and communicate findings to clients, policymakers, and other stakeholders.
- Strong problem-solving skills and ability to think creatively to find innovative solutions to complex economic problems.

3. Research analysts

- Bachelor's or master's degree in a related field, such as economics, business, statistics, or social sciences, is typically required. Candidates with a strong academic background and research experience are preferred.
- Strong analytical skills and be proficient in using statistical software and research methods. Employers typically seek candidates with experience in data analysis, survey design, data management, and data visualization.

	<ul style="list-style-type: none"> • Excellent written and verbal communication skills and be able to present research findings in a clear and concise manner. They should be able to write reports, prepare presentations, and communicate findings to clients, policymakers, and other stakeholders. • A keen eye for detail and be able to identify trends and patterns in data. They should be able to spot errors and inconsistencies in data and ensure data quality. • Strong problem-solving skills and be able to think critically to find innovative solutions to complex research problems. 	
Total Points – Management		30 points
Detailed Work Plan and Timeline		
	Detailed Work Plan and Timeline – Chemonics will assess whether the proposed program approach and detailed activities and suggested timeline fulfill the requirements of executing the Scope of Work effectively and efficiently. The shortest period of final delivery will gain full points.	25 points
Total Points – Timeline		25 points
Total Points		100 points

I.9 Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10 Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.11 Insurance and Services

Within two weeks of signature of this subcontract, the Offeror shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics. Note DBA is reimbursable to the Offeror.

DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is:

<https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract. Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES Pursuant to the clause of this Subcontract entitled “Insurance Liability to Third Persons” (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

(d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (July 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter “individual”) while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions: (i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics. (ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, the Supplier shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage.	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7
(d) Other Required Insurance- Umbrella Insurance additive to (b) and (c) above	\$1,000,000/ \$2,000,000

I. 12 Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The Jordan Economic Reform Activity Task Order 1 (ERA) is a 5-year, \$54 million program funded by USAID, which aims to support the Government of Jordan (GOJ) to prioritize and implement economic reforms. Through coordination with the GOJ, the Jordanian and international private sector, other donors, and Jordanian civil society, ERA TO 1 will (1) advance economic reforms, (2) strengthen the business enabling environment, (3) increase exports and local, regional, and international investments, and (4) respond to emerging priorities.

The overall objective of the ERA is to accelerate Jordan's sustainable growth, led by increased exports and investment and through a strong, stable business enabling environment by strengthening the capacity of the Government of Jordan (GoJ), targeted institutions, competitiveness of anchor firms and the private sector.

II.2. Scope of Work

One of the main restrictions on foreign direct investment (FDI) in Jordan is the requirement for foreign investors to obtain government approval before investing in certain industries. Additionally, foreign ownership is prohibited in some sectors, and in other sectors, it is limited to a maximum of 50%. These restrictions not only create significant barriers to entry and limited market access but also have a ripple effect on industries that depend on inputs from restricted sectors, leading to higher costs.

A previous analysis conducted by ERA evaluated the contributions of different industries to economic growth in Jordan to identify sectors that would benefit from increased FDI. Wholesale, retail, and distribution are crucial sectors in Jordan, contributing significantly to the country's GDP. According to the Central Bank of Jordan (CBJ), the GDP from trade, restaurants, and hotels increased from JD 1.85 billion in 2008 to JD 2.5 billion in 2021, reflecting a growth of over 34% and a contribution of 11% to GDP, along with the restaurants and hotels sector. The sector also accounts for 63% of all enterprises in the country and 25% of total employment. However, over 93% of enterprises in this sector are micro and family-owned enterprises that serve their local communities directly and have limited potential to expand and grow. Out of the 107,353 firms operating in the sector, only 205 are considered large enterprises, employing more than 51,000 workers (an average of 250 workers per enterprise). In contrast, the 100,424 micro enterprises in the sector employ approximately 181,084 workers (an average of 1.8 workers per enterprise). This indicates that over the years, reliance on domestic investment alone has not been enough to attract larger enterprises with greater potential for decent job creation and expansion.

The objective of the economic impact assessment is to analyze the costs and benefits of maintaining FDI restrictions on the retail, wholesale, and distribution sector in Jordan. The service provider will conduct an in-depth analysis to understand how the FDI restrictiveness policy affects various economic factors, such as employment, income, taxes, and economic growth. By doing so, the analysis will provide decision-makers with a comprehensive understanding of the policy's impact on the economy. In addition to analyzing the policy's impact, the analysis will propose

ways for Jordan to increase its ranking on the OECD's FDI Regulatory Restrictiveness Index. The Investment Driver in the Economic Modernization Vision (EMV) Executive Program 2023-2025 has set this as an explicit goal. Therefore, the analysis should identify opportunities for Jordan to reduce FDI restrictions in the retail, wholesale, and distribution sector while still protecting local businesses and consumers. Overall, the economic impact assessment aims to provide decision-makers with the information they need to make informed choices about the FDI restrictiveness policy in the retail, wholesale, and distribution sector in Jordan. By quantifying the costs and benefits and proposing strategies for improvement, the analysis can help Jordan achieve its economic modernization goals. Accordingly, the proposed economic impact assessment entails the following tasks:

- Identifying the key economic factors that will be affected by the target policy
- Collecting data on the current economic conditions and projected changes
- Analyzing the data to determine the likely economic impacts
- Evaluating the economic impacts in terms of costs and benefits
- Identifying potential risks and uncertainties associated with the target policy
- Developing recommendations and strategies for minimizing negative impacts and maximizing positive impacts.

The economic impact assessment will be conducted in close collaboration with relevant representatives from the Government of Jordan (GoJ). This collaboration is essential for ensuring that the analysis is conducted in a way that is relevant and useful for decision-makers in Jordan. USAID ERA will facilitate communication and provide access to information with different ministries and government entities to ensure smooth implementation of the assessment.

Throughout the process, the subcontractor is expected to train GoJ representatives and staff from relevant ministries on conducting economic impact assessments. This capacity-building component is an important aspect of the proposed assignment, as it will help build local expertise in conducting economic analysis. By providing training and support to GoJ representatives, the subcontractor will help ensure that the skills and knowledge necessary to conduct economic impact assessments are available in Jordan for future projects.

The goal of this capacity-building component is to empower decision-makers in Jordan to conduct their own economic impact assessments in the future, without the need for external support. This will help build a sustainable culture of evidence-based decision-making in Jordan and support the country's ongoing economic development efforts.

The activity is divided into several phases that will span over four months. The various phases will include developing an appropriate research methodology, collecting primary and secondary data, modeling and analyzing the data, and writing up and validating the report. The aim of this exercise is to produce a comprehensive set of recommendations and an actionable plan that will be implemented by the GoJ and other key stakeholders.

The specific activities are:

Activity	Expert(s) Level of Effort (Days) Up to
Desktop review and secondary data collection	
<ul style="list-style-type: none"> • Desktop review and contextual analysis. • Identify and map the available and needed datasets. • Data collection and data cleaning. 	20
Methodology and research approach	
<ul style="list-style-type: none"> • Develop and validate a proposed methodology for the research activity, in close collaboration with identified representatives of line ministries. 	10
Primary data collection	
<ul style="list-style-type: none"> • Identify gaps in secondary data and identify data to be collected through primary sources. • Conduct primary data collection, if needed, through surveys/questionnaires, key informant interviews, etc. • Conduct consultation sessions with representatives from line ministries 	15
Data modelling and analysis	
<ul style="list-style-type: none"> • Run data modeling and data analysis, in close collaboration with identified representatives of line ministries. 	15
Report preparation and write-up	
<ul style="list-style-type: none"> • Prepare draft report presenting the research process and results. • Prepare a brief presentation summarizing the results. 	20
Total LoEs	80

II.3. Deliverables

Deliverable 1	Literature review and secondary data analysis
Deliverable 2	Proposed methodology
Deliverable 3	Primary data collection report
Deliverable 4	Data analysis results
Deliverable 5	Draft report
Deliverable 6	Power Point presentation summarizing results

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable No.	Deliverable Name	Delivery Timeline
1	Literature review and secondary data analysis	Month 1
2	Proposed methodology	Month 2
3	Primary data collection report	Month 2
4	Data analysis results	Month 3
5	Draft report	Month 4
6	Power Point presentation summarizing results	Month 4

*Deliverable numbers and names refer to those fully described in II.3 above.

Section III Firm Fixed Price Subcontract (Terms and Clauses)
Annex 1 Cover Letter

[Offeror: Insert date]

[Insert name of point of contact for RFP]

[Insert designation of point of contact for RFP]

[Insert project name]

[Insert "Chemonics International Inc." or if there is a locally registered entity, use that name]

[Insert project office address]

Reference: Request for Proposals [Insert RFP name and number]

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

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

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

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
UEI Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 90 calendar days after the proposal deadline.

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

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature

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

[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus strongly recommended that offerors follow the steps described below.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. Offerors should consider best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page. All items and services must be clearly labeled and include the total offered price. The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work
4. DBA – see clause I. 11

All cost information must be expressed in USD.

Step 4: Write Budget Narrative. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Sample Budget

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Design, Production, and Distribution of Communications Materials to District Courts			
Deliverable	Base	Rate	Total
Deliverable No. 1: Draft Communication Materials			
Design Specialist (daily rate)	6	\$400	\$2,400
Operations Manager (daily rate)	3	\$500	\$1,500
Software Lisence	1	\$1,500	\$1,500
<i>Total, Deliverable 1</i>			\$5,400
Deliverable No. 2: Printed Communication Materials			
Design Specialist (daily rate)	3	\$400	\$1,200
Operations Manager (daily rate)	2	\$500	\$1,000
Pamphlet Paper	500	\$2	\$1,000
Printing Ink	1	\$1,000	\$1,000
<i>Total, Deliverable 2</i>			\$4,200
Deliverable No. 3: Proof of Distribution of Materials to Districts 1-4			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 3</i>			\$3,525
Deliverable No. 4: Proof of Distrbution of Materials to Districts 5-8			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 4</i>			\$3,525
Grand Total			\$16,650

Annex 3 Required Certifications

Attached

Annex 4 UEI and SAM Registration Guidance

What is an UEI Number?

The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

Why am I being requested to obtain a UEI number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally based. Because the U.S. Government uses UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

Is there a charge for obtaining a UEI number?

No. Obtaining a UEI number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a UEI number?

UEI numbers can be obtained online at SAM.gov.

What information will I need to obtain a UEI number?

To request a UEI number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number

- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a UEI number?

The UEI number is issued immediately upon completion of the request process.

Are there exemptions to the UEI number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is **NO** charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

(1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and,**

(3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the

Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at:

https://www.fsd.gov/sys_attachment.do?sys_id=d4d157741ba3c5103565ed3ce54bcba0

Follow the step-by-step guidance for contracts registrations at:

https://www.fsd.gov/sys_attachment.do?sys_id=b4c153341ba3c5103565ed3ce54bcbb8

You must have a UEI number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes

approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

- * General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
- * Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
- * Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- * Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
- * Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.).

Annex 5 Sales Tax Exemption Letter

Attached