



March 8th, 2023

Request for Proposals # **2023-0001-RFP**
Fund Manager for the Climate Gender Equity Fund (CGEF)

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as “Chemonics”), as implementer of the Climate Finance for Development Accelerator, USAID Contract No. 7200AA22C00044, is issuing an Indefinite Quantity Subcontract (IQS) Request for Proposals (IQS RFP) for a fund manager for the Climate Gender Equity Fund (CGEF). The attached IQS RFP contains all the necessary information for interested Offerors.

The United States Agency for International Development (USAID) Climate Finance for Development Accelerator (CFDA), also known as “the Accelerator” and implemented by Chemonics, is a \$250 million initiative designed to mobilize \$2.5 billion in public and private climate investments by 2030. These investments will fund a range of climate change mitigation and adaptation activities focused on scaling up the transition to an equitable and resilient net-zero economy. The Accelerator is organized around the following three objectives that seek to mobilize financial resources for climate adaptation and mitigation priorities in an inclusive, equitable way:

Objective 1: Develop and scale effective partnerships and new investment solutions to achieve transformational change in countries where USAID works.

Objective 2: Improve the enabling environment and increase and broaden participation in climate finance including the range and diversity of stakeholders driving climate solutions.

Objective 3: Expand local and global capacity to bring more resources into climate finance.

Chemonics is soliciting offers from **organizations eligible to receive tax deductible donations in accordance with IRS rules** to submit proposals to serve as the Fund Manager for the Climate Gender Equity Fund (CGEF) and administer a donor-funded grants portfolio targeting women-led, women-benefitting and/or gender-responsive climate adaptation or mitigation solutions. In addition to soliciting, awarding, monitoring, and closing out grants issued through the CGEF, the Fund Manager will support fundraising from new potential CGEF donors interested in giving to the grants pool. The Fund Manager will regularly report to an Advisory Council composed of representatives from USAID, large CGEF donors, and technical experts at the nexus of gender and finance.

Interested organizations must 1) be eligible to receive tax deductible donations in accordance with IRS rules and 2) register with CFDA’s Climate Finance Investment Network (CFIN) no later than April 4th, 2023 to respond to this request for proposals. Organizations can register for the CFIN here: <https://airtable.com/shrPbMwcbNunseXw7>. For any issues registering or using the CFIN portal, please contact Info_cfda@chemonics.com.

Following this RFP, Chemonics anticipates awarding an Indefinite Quantity Subcontract (IQS) and may issue accompanying sub-task orders (TOs). During implementation of the work solicited in this RFP, the IQS instrument will serve as the governing subcontract for the work and relationship between the contractor and subcontractor, while the TOs instruments will be used by the contractor to order work from the subcontractor as needed, within the parameters of the IQS. Only IQS holders may bid on TOs under the IQS.

If necessary, Chemonics will provide answers to all relevant questions received in an amendment that will be posted to and distributed through the CFIN.

This IQS 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.

Sincerely,

CFDA Partnerships Team

IQS RFP # 2023-0001-RFP

For the provision of

Fund Manager for the Climate Gender Equity Fund (CGEF)

Contracting Entity:

Chemonics International Inc.

1275 New Jersey Avenue SE

Suite 200

Washington, DC 20003

Funded by:

United States Agency for International Development (USAID)

Funded under:

Climate Finance for Development Accelerator (CFDA)

Prime Contract Number 7200AA22C00044

******* 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 IQS 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 Info_cfd@chemonics.com 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.

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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 Climate Finance for Development Accelerator (CFDA), under contract number 7200AA22C00044 is soliciting offers from registered non-profit organizations to submit proposals to serve as the Fund Manager for the Climate Gender Equity Fund (CGEF) and administer a donor-funded grants portfolio targeting women-led organizations who are implementing climate adaption or mitigation projects.

Interested organizations MUST be eligible to receive tax deductible donations in accordance with IRS rules.

Interested organizations must also be registered with CFDA's Climate Finance Investment Network (CFIN) to respond to this request for proposals, submit questions, and receive subsequent communications regarding the RFP. Organizations can register for the CFIN here:

<https://airtable.com/shrPbMwcBnunseXw7>. For any issues registering or using the CFIN portal, please contact Info_cfda@chemonics.com.

The United States Agency for International Development (USAID) Climate Finance for Development Accelerator (CFDA), also known as “the Accelerator,” is a \$250 million initiative designed to mobilize \$2.5 billion in public and private climate investments by 2030. These investments will fund a range of climate change mitigation and adaptation activities focused on scaling up the transition to an equitable and resilient net-zero economy. The Accelerator is a platform designed to help countries meet their national commitments in alignment with the Paris Agreement through evidence-based solutions that respond to national contexts and address gaps in global, regional, and national climate finance ecosystems.

The Accelerator is organized around the following three objectives that seek to mobilize financial resources for climate adaptation and mitigation priorities in an inclusive, equitable way:

Objective 1: Develop and scale effective partnerships and new investment solutions to achieve transformational change in countries where USAID works.

Objective 2: Improve the enabling environment and increase and broaden participation in climate finance including the range and diversity of stakeholders driving climate solutions.

Objective 3: Expand local and global capacity to bring more resources into climate finance.

Implementation of the scope of work of this RFP will touch on all three of CFDA's objectives, creating specific opportunities for women-led organizations to access climate finance.

Chemonics anticipates issuing an award to one organization. The award(s) will be in the form of an indefinite quantity subcontract (IQS) with STOs issued priced on a time and materials (T&M) basis (hereinafter referred to as “the IQS”). The successful Offeror(s) shall be required to adhere to the statement of work and terms and conditions of the IQS, which are incorporated in Annex 2 herein.

Offerors are invited to submit proposals in response to this IQS RFP in accordance with **Section I Instructions to Offerors and that are responsive to the scope of work provided in Annex 1.**

The successful Offeror will serve as the Fund Manager for the Climate Gender Equity Fund (CGEF) and administer a donor-funded grants portfolio targeting women-led, women-benefitting and/or gender-responsive climate adaptation or mitigation solutions. In addition to soliciting, awarding, monitoring, and closing out grants issued through the CGEF, the Fund Manager will support fundraising from new potential CGEF donors interested in giving to the grants pool. The Fund Manager will regularly report to an Advisory Council composed of USAID, large CGEF donors, and technical experts at the nexus of gender and finance.

Chemonics is soliciting offers from **eligible** organizations to submit proposals to serve as the Fund Manager for the Climate Gender Equity Fund (CGEF) and administer a donor-funded grants portfolio targeting women-led, women-benefitting and/or gender-responsive climate adaptation or mitigation solutions. In addition to soliciting, awarding, monitoring, and closing out grants issued through the CGEF, the Fund Manager will support fundraising from new potential CGEF donors interested in giving to the grants pool. The Fund Manager will regularly report to an Advisory Council composed of USAID, large CGEF donors, and technical experts at the nexus of gender and finance.

Please note the Instructions in Section I will not be part of the IQS. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Annex 2 and 5. Chemonics will subsequently solicit individual orders for the scope of services requested. These individual orders are called STOs. While the IQS will contain the main terms and conditions and the pricing methodology to be used in negotiating STOs, each STO will contain specific information regarding the services being requested by Chemonics the period of performance, deliverables, and other details about the specific work ordered. STOs issued under the IQS will be on a T&M STO basis. The Offeror shall develop a budget (i.e., cost proposal) for each STO using the pricing methodology set forth in the IQS. Chemonics will not reimburse the Offeror for any costs associated with managing the IQS; each STO must stand on its own.

This IQS RFP does not obligate Chemonics to execute any STOs 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 IQS RFP shall be consecutive calendar days.

I.2. Offer Deadline

Offerors shall submit their offers no later than **11:59pm EST on Friday, April 7th, 2023**. Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. In accordance to FAR 52.215-1(c)(3)(ii)(A) late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

I.3. Submission of Offers

Proposals must be submitted electronically through the CFDA Proposal Portal at the following link: <https://airtable.com/shrqEouM3xoR34MZI>

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.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted through the CFDA Proposal portal no later than the time and date specified in I.2.

The Offeror must submit the proposal electronically through the CFDA Proposal portal with the following attachments:

- Cover letter
- Technical Volume Part 1: Technical Approach and Workplan
- Technical Volume Part 2: Management, Staffing Plan and Key Personnel
- Technical Volume Part 3: Organizational Capacity and Past Performance
- Cost Volume Part 1 Narrative including Required Certifications (MS Word or PDF)
- Cost Volume Part 2 (MS Excel)

All attachments must be in MS Word, MS Excel, 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 or e-signed and uploaded in PDF format.

The technical proposal and cost proposal must be kept separate from each other. 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. The IQS RFQ number must be included in the subject line.

I.4. Requirements

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

A. General Requirements

Chemonics anticipates issuing an IQS to an organization, provided it is legally registered and recognized under the laws of the country where it is headquartered, is in compliance with all applicable civil, fiscal, and other applicable regulations, and is able to demonstrate the ability to receive tax deductible donations in accordance with IRS eligibility rules.

Organizations that submit proposals in response to this IQS RFP must meet the following requirements:

- (i) The offeror must be eligible to receive tax deductible donations in accordance with IRS rules, demonstrated through :
 - An IRS EIN number certifying offeror is a U.S-registered non-profit eligible to receive tax-deductible donations, or
 - Other reasonably satisfactory proof that such offeror is eligible to receive tax deductible donations from a U.S. C Corporation in accordance with IRS rules
- (ii) The offeror must be legally registered upon award of the IQS.
- (iii) Organizations in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

- (iv) Organizations shall be requested to provide a UEI number if selected to receive an IQS 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 5.¹
- (v) Organizations must be registered with CFDA's Climate Finance Investment Network (CFIN) no later than **April 4th, 2023** to respond to this request for proposals. Organizations can register for the CFIN here: <https://airtable.com/shrPbMwcBnunseXw7>.

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.

B. Required Proposal Documents

1. Cover Letter

The offeror's cover letter shall include the following information:

- a. Name of the company or organization
- b. Type of company or organization
- c. Address
- d. Telephone
- e. Fax
- f. E-mail
- g. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- h. Taxpayer Identification Number
- i. UEI Number
- j. Official bank account information
- k. Other required documents that shall be included as attachments to the cover letter:
 - 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, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 5 "Required Certifications".
 - v. Applicable documents listed in I.4.A.

2. IQS Technical Proposal

¹ If Offeror does not have a UEI number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number: Further guidance on obtaining a UEI number is available from Chemonics upon request.

The technical proposal shall comprise the parts below and must be responsive to the detailed information set out in the scope of work in Annex 1 of this RFP. **Parts 1, 2, and 3 of the technical proposal must be submitted as separate files.**

Offerors must prepare and submit an IQS-specific technical proposal which shall respond to and include the following parts:

- Technical Volume Part 1: Technical Approach and Work Plan. There is no template for Part 1 of the proposal. Part 1 of the technical proposal should be submitted as a PDF slide deck (developed using Microsoft PowerPoint, Google Slides, or similar software) with a maximum of 20 slides. Slides over the maximum will not be evaluated. Part 1 must include the following information:
 1. Cover slide (Not included in 20-slide maximum for Part 1) that includes:
 - a) Name of organization
 - b) Address
 - c) Point of contact name and contact information
 - d) Date
 2. Executive summary
 - a) Offeror's approach for managing a grants portfolio
 - b) Offeror's approach to ensuring the CGEF meets its objectives on gender-responsive climate finance
 - c) Offeror's approach to developing a pipeline of diverse² grant recipients under CGEF
 - d) Offeror's approach to ensuring the Advisory Committee meet its objectives
 - e) Offeror's approach to ensuring the CGEF meet its fundraising goals
 3. Implementation timeline Gantt chart detailing start-up tasks including at a minimum:
 - a) Development and submission of all fund templates including:
 - i. Evaluation matrix
 - ii. Grants procedures manual
 - iii. Grant solicitation funding rounds
 - iv. Pre-award due diligence checklist
 - v. Grant agreement
 - vi. Grantee financial and technical reports
 - b) Onboarding of key personnel
 - c) Release of first solicitation
- Technical Volume Part 2: Management, Staffing Plan, and Key Personnel. There is no template for Part 2 of the proposal. Part 2 of the technical proposal should be submitted as a PDF slide deck (developed using Microsoft PowerPoint, Google Slides, or similar software) with a maximum of 15 slides. Slides over the maximum will not be evaluated. Part 2 must include the following information:
 1. Offeror's strategy for managing the implementation of the proposed technical approach, including staffing and subcontractors, as needed
 2. Staffing matrix detailing the roles/responsibilities and minimum qualifications of key personnel positions necessary for the implementation of the statement of objectives. The Offeror must include the two key personnel positions described in the table below, CGEF

² Diversity of grant recipients refers to both (a) different types of organizations as described in the SOO, i.e., accelerators, incubators, financial intermediaries, businesses, etc., and (b) entities owned, managed, controlled, or benefiting women, especially those from underrepresented and marginalized groups.

Fund Director and Grants Manager. The Offeror may also propose and name **up to** two additional key personnel positions based on their technical approach and organizational structure. Examples of additional key personnel positions to be proposed by the Offeror may include Finance and Compliance Manager or Gender and Climate Advisor.

Key Personnel Position	Description	Requirements
CGEF Fund Director	Oversees strategic management of the CGEF and serves as the liaison between the fund manager, the Advisory Council, and potential donors	<ul style="list-style-type: none"> - At least 7 years experience designing donor-funded grants portfolios targeting emerging markets and supervising their execution - Expertise in gender equity, inclusion, and climate finance preferred - Strong communications skills and demonstrated experience fundraising from donors, foundations, corporations, and/or other private sector stakeholders
Grants Manager	Supervises the day-to-day operations of the grants fund, from solicitation, to competitive selection, negotiation, grant award, grant monitoring, grant close out, and grant portfolio reporting	<ul style="list-style-type: none"> - At least 5 years experience managing compliance, financial management, and logistics of large grants funds in emerging markets - Demonstrated knowledge of financial management controls - Understanding of gender equity and climate adaptation or mitigation, as it relates to monitoring grants performance.

3. CVs in PPT format detailing the qualifications of the key personnel, not to exceed 3 slides per proposed candidate
4. One slide listing three professional references for each proposed key personnel (Not included in the 15-slide maximum for Part 2)

The key personnel are considered to be essential to the work being performed thereunder. Prior to replacing any of the specified individuals, the Subcontractor must immediately notify Chemonics reasonably in advance and must submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion or replacement of such personnel shall be made by the Subcontractor without the prior written approval of Chemonics and USAID, through Chemonics, if required. The listing of key personnel may, with the consent of the contracting parties, be amended from time to time during the course of this Subcontract to add, change, or delete personnel and positions, as appropriate. Chemonics may request the replacement of Subcontractor personnel at its sole discretion. Chemonics will not pay for early repatriation of departing long-term personnel, or fielding costs of replacement personnel, respectively, without the prior written approval of the USAID Contracting Officer through Chemonics.

- **Technical Volume Part 3: Organizational Capacity and Past Performance.** There is no template for Part 3 of the proposal. Part 3 of the technical proposal should be submitted as a PDF slide deck (developed using Microsoft PowerPoint, Google Slides, or similar software) with a maximum of 6 slides. Slides over the maximum will not be evaluated. Part 3 must include the following information:
 1. Description of the company and organization, with appropriate reference to any parent company and subsidiaries
 2. Details demonstrating Offeror's organizational capacity and technical ability in implementing the technical approach/methodology and the detailed work plan.
 3. One slide consolidating 3 past performance references of similar work 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.

The sections of the technical proposal stated above must respond to the detailed information set out in Annex 1 of this IQS RFP, which provides the background and states the scope of work.

3. Cost Proposal

Offerors shall ensure that no pricing information is displayed in the Technical Volume. 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.

For budgeting purposes, it is helpful to see and understand the relationship between the IQS and Sub-Task Orders. Chemonics plans to award an IQS instrument to the winning offeror as a result of this solicitation, and after the IQS is formally awarded Chemonics will subsequently use related but separate Sub-Task Order instruments to order services (time and materials) directly from the winning offeror (which, at that time, will be the single order of the awarded IQS). Therefore, in order to expediently negotiate and issue Sub-Task Order instruments to the IQS-holder in the distant future, the preceding IQS instrument as awarded to the winning offeror must first contain the winning offeror's basic cost and organization information, such as its Fixed Daily Rates (or applicable rates), labor categories, position titles, and so on. This solicitation is, in part, seeking offerors' information that will allow Chemonics to prepare and award the IQS instrument (first) and Sub-Task Order instruments (next). Once the IQS is fully established with all relevant data, Chemonics will issue Sub-Task Orders under it to buy services from the winning offeror.

As an example, after the IQS is issued to the winning offeror, Chemonics will seek out services from the winning offeror and require the winning offeror to propose the following information in its STO- specific budgets:

- **Time (Labor):** All labor will be budgeted in STOs issued under the awarded IQS using the successful Offeror's final negotiated FDRs (as declared first in the fully executed IQS). All labor billed under STOs must have an approved labor category and FDR (as declared in the fully executed IQS). FDRs are fully burdened and include all salary cost or consulting fee of the individual providing the services, payroll costs (e.g. fringe benefits, social insurance, bank fees), indirect costs applicable to labor (e.g. corporate overhead or management/administrative fee if that is permitted in the offerors' independently audited cost accounting procedures and/or negotiated indirect cost rate agreement), indirect costs applicable to non-labor costs (e.g.

corporate overhead or management/ administrative fee applied to other direct costs/materials) and profit/fee if any.

- **Materials:** As used in this RFP and the awarded subcontract, “Materials” means (i) direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the subcontractor under a common control; (ii) lower-tier subcontracts for supplies and incidental services for which there is not a labor category specified in the subcontract; (iii) other direct costs (e.g., incidental services for which there is not a labor category specified in the subcontract, travel, computer usage charges, etc.); and (iv) applicable indirect costs. No profit or fee will be applied to materials, in accordance with FAR 16.601.

3a. Cost Proposal Components:

The cost volume has no page limitation. The cost proposal shall contain the following parts:

- **Cost Part 1: Proposed labor categories and corresponding fixed daily rates** for all positions identified in the offeror’s budget. The offeror shall propose all labor categories and corresponding fixed daily rates (FDRs) required to successfully perform the SOW. The proposed Fixed Daily Rates (FDRs) will be evaluated for reasonableness and are to be utilized in Part 2 for the purpose of evaluating cost for the award of the IQS. The resulting subcontract will be an IQS, which will have a ceiling price under which STOs will be issued. The IQS will have labor categories and levels with corresponding Fixed Daily Rates (FDRs). The FDRs incorporated in the IQS will be used to inform the budget development for individual T&M STOs.

Offerors must include the following in a cost narrative in Word or Adobe PDF format:

a) Labor Categories

Offerors must propose all the labor categories and levels (senior, mid, junior) including responsibilities and qualifications required in order to successfully perform the SOW for STOs released under the IQS. This must include labor categories for all key personnel and any other labor that will be required for the implementation of the SOW. The Offeror must include all levels (Senior, Mid, and Junior) of each labor category that may be required over the life of the Subcontract. Note that the Junior level Fund Director and Grants Manager are not expected to be used in this Subcontract.

b) Fixed Daily Rates (FDR)

The offeror shall propose an FDR in **U.S. dollars** for each labor category. Each proposed daily rate must be “burdened” and must only include the following (or less, as applicable):

- Salary cost or consulting fee of the individual providing the services;
- Payroll costs (e.g. fringe benefits, social insurance, bank fees);
- Indirect costs applicable to labor (e.g. corporate overhead or management/administrative fee if that is permitted in the offerors’ independently audited cost accounting procedures and/or negotiated indirect cost rate agreement);
- Indirect costs applicable to non-labor costs (e.g. corporate overhead or management/ administrative fee applied to other direct costs/materials)
- Profit/fee, if any

If the Offeror has commercial rates, Offeror must provide:

- (1) Their commercial rate sheet;
- (2) Proof of using these rates on 3 other contracts; and
- (3) Offer a discount to those commercial rates

FDRs shall be presented in the following table:

No.	Labor Category	Level	Proposed FDRs				
			Years of Experience	IQS Year 1 (April 2023-March 2024)	IQS Year 2 (April 2024-March 2025)	IQS Year 3 (April 2025-March 2026)	IQS Option Year 1 (April 2026-March 2027)
1	Fund Director	Senior	10+				
		Mid	7-10				
2	Grants Manager	Senior	8+				
		Mid	5-8				
3	Labor Category 3	Senior					
		Mid					
		Junior					
4	Labor Category 4	Senior					
		Mid					
		Junior					
5	Labor Category 5	Senior					
		Mid					
		Junior					
6	Labor Category 6	Senior					
		Mid					
		Junior					

All FDRs must be fully burdened (inclusive of all fees and overhead costs) and will remain in effect for the duration of the contract life.

c) Reasonableness Analysis

Offerors must provide an analysis of the reasonableness of the proposed FDRs. This can include, for example, an explanation of how the FDRs were developed, proof of commercial rates as detailed above in section 3(b), or other supporting information to show the final FDRs are reasonable. Prior to award, the presumed successful offeror will be required to provide back-up documentation supporting their FDR calculations including, but not limited to, substantiation of base salaries for each labor

category such as biographical data sheets and the organization's financial statements or government-approved indirect rates.

- **Cost Part 2: Illustrative STO budgets.** The offeror shall submit illustrative budgets utilizing their proposed FDRs and any materials costs for the following T&M STO scenarios:
 - Scenario A: Initiation, award, management, monitoring, and closeout of a \$1 million fund issued into ten \$100,000 grants to be implemented over the course of 1 year.
 - Scenario B: Initiation, award, management, monitoring, and closeout of a single \$2 million grant award to be implemented over the course of 2 years.

Offerors must include the following:

- a) *Illustrative budget scenarios.* Budgets can be in the offeror's own format or follow the example provided in Annex 4 but must be presented in an unlocked Excel Workbook and include the following:
 - i. **Time (Labor):** All labor required for each scenario: Labor must be budgeted in days using the Offeror's proposed FDRs from Part 1.
 - ii. **Materials:** Any required materials for implementing the scenarios: The Offeror shall budget for any other direct costs necessary for the performance of the work under STOs, such as travel and transportation, per diem, communications costs, etc. Per diem rates are set by the US Department of State - https://aoprals.state.gov/web920/per_diem.asp. If the Offeror has an established indirect rate structure and it is part of their accounting procedures to apply an indirect rate on Materials, this cost must also be included in the illustrative budget.
- b) *Cost narrative.* The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. This can be included with Part 1 as an MS Word or PDF file or can be integrated into the MS Excel spreadsheets. 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.

I.5. Indefinite Quantity Type Subcontract and Future STOs

a) This IQS RFP will result in the award of an indefinite quantity type subcontract with STOs issued thereunder priced on a T&M basis to one or more offerors. These STOs will be issued as the need arises. The award of the IQS – including quantities of supplies and services specified under it - are estimates only and are not purchased by the awarded IQS.

A T&M STO is a subcontract for labor provided to and accepted by Chemonics on behalf of CFDA. The STO includes ceilings for labor (work days ordered) and materials under which the Subcontractor will implement the scope of work.

b) Delivery or performance shall be made only as authorized by STOs issued in accordance with the Ordering Procedures contained within the IQS. The Subcontractor shall furnish to Chemonics, when and if ordered, the supplies or services specified in the SOW of this subcontract up to and including the quantity designated in the IQS as the "Maximum Subcontract Ceiling," currently estimated at US \$2,500,000. Chemonics will order at least the quantity of supplies or services designated in the subcontract as the "Minimum Order Guarantee," currently estimated at US \$1,000.

c) Except for any limitations on quantities in the STO Limitations clause, there is no limit on the number of STOs that may be issued. Chemonics may issue STOs requiring delivery to multiple destinations or performance at multiple locations.

I.6. Source of Funding, Authorized Geographic Code

- a) Any subcontract resulting from this IQS 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 IQS RFP or supplied under any resulting award must meet USAID Geographic Code **935** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=bc646daa32249b2fcda27d1fce1c8ed2&mc=true&node=pt22.1.228&rgn=div5>.

There is no cooperating country for this RFP.

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).

- b) 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: the subcontractor 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 the above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

I.7. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	March 8 th , 2023
Deadline for written questions	March 17 th , 2023
Answers provided to questions/clarifications	March 23 rd , 2023 (estimated)
Proposal due date	April 7 th , 2023

Oral presentations for finalists (optional)	TBD
Subcontract award (estimated)	05/01/2023

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 through the CFDA Proposal Portal (<https://airtable.com/shrY510ouhTIGPpKAH>) no later than **11:59pm EST on Friday, March 17th, 2023**. Questions and requests for clarification, and the responses thereto, will be circulated to all members of the CFIN.

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, CFDA staff, 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.2.

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 either at the Chemonics office or virtually 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.8. Validity Period

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

I.9. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this IQS RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This IQS RFP will use the tradeoff process to determine best value. 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. Cost proposals are not assigned points, but for overall evaluation purposes of this IQS RFP, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. If technical scores are determined to be equal or 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 Work Plan		

	<u>Technical Understanding</u> – The extent to which the offeror demonstrates a realistic and feasible approach to manage a large grants portfolio as required by the Statement of objectives	17 points
	<u>Technical Understanding</u> – The extent to which the offeror demonstrates sound sectoral knowledge and approaches to ensuring the CGEF meets its objectives on gender-responsive climate finance	13 points
	<u>Technical Understanding</u> - The extent to which the offeror demonstrates a realistic and feasible approach to develop a pipeline of diverse grant recipients	7 points
	<u>Technical Understanding</u> – The extent to which the offeror demonstrates a realistic and feasible approach to ensure the Advisory Committee meet its objectives including support for operations and logistics	3 points
	<u>Technical Understanding</u> – The extent to which the offeror proposes an innovative yet sound fundraising approach to ensure that the CGEF meet its fundraising goals increased capital leveraged through CGEF	5 points
	<u>Work Plan</u> – The extent to which the offeror’s work plan reflects their realistic and feasible approach to successfully fulfill the Fund Manager Statement of objectives	5 Points
Total Points – Technical Approach		50 points
Management, Staffing Plan, and Key Personnel		
	<u>Management</u> – The extent to which the offeror’s proposed management plan explains how the offeror will successfully manage the implementation of the technical approach to fulfill the Statement of objectives	12 points
	<u>Staffing Plan</u> – The extent to which the proposed roles/responsibilities of the proposed key personnel positions indicate ability to successfully manage implementation of the technical approach to fulfill the Statement of objectives	8 points
	<u>Key Personnel</u> – The extent to which the curriculum vitae (CVs) of the proposed key personnel fulfill the offeror’s proposed minimum qualifications	10 points
Total Points – Management		30 points
Organizational Capacity and Past Performance		
	<u>Organizational Capacity</u> – The extent to which the Offeror effectively describes its past experience relevant to managing a grants portfolio, per the Statement of objectives.	20 points
Total Points – Corporate Capabilities		20 points
Total Points		100 points

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

This IQS RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the CFDA 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.

I.10. Negotiations

Best offer proposals are requested. It is anticipated that a IQS 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 IQS. 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.11. Terms of IQS

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of IQS negotiations, any resulting IQS will be subject to and governed by the terms and clauses detailed in Annex 2. Chemonics will use the template shown in Annex 2 to finalize the IQS. 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 Annex 2.

I.12. Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation. Offerors agree that any protest to this RFP must be presented in writing with a full explanation of the offerors concerns to Chemonics for consideration. USAID will not consider protests made to USAID under USAID-funded projects. At its sole discretion, Chemonics will make a final decision on the protest at a level above the Chief of Party.